

Principal Planner

FLSA Status: *Exempt*
Grade: 22

General Definition of Work

The Planning and Community Development Division within the Growth Management Department provides a full range of planning and community development services in a dynamic and growing community setting.

Under the direction of the Planning and Community Development Manager, the Principal Planner participates in advanced, highly complex professional planning activities.

The nature of the work performed requires the establishment and maintenance of effective working relationships with the Town Manager, Assistant/Deputy Town Manager, Senior Staff, other Town departments and staff and the general public. The principal duties of this position involve:

- Participation in advanced, complex planning activities, such as serving as project manager for complex annexation, zoning, and development applications;
- Participation in the preparation and implementation of the Comprehensive Plan, Neighborhood Plans and other planning documents;
- Participation in development review of master plans, development plans and other site plans;
- Assists with the work of the Planning Commission, Board of Zoning Appeals, and other task or topic specific ad hoc committees, which are convened as needed;
- Interaction with local citizens, planning, design and construction professionals and interested parties on a daily basis;
- Preparation and presentation of staff reports and other planning related topics.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of the specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs and manages complex professional planning projects, research and analysis.

Supervises assigned staff (including but not limited to managing work assignments, training and development, performance management/improvement/reviews, mentoring and coaching, etc.).

Assists the Planning and Community Development Manager with fair and equitable work program delegation of regular and special projects, provides guidance and monitors deadlines.

Advises and provides professional planning guidance to various boards, Town staff, and public regarding planning issues, findings, decisions, recommendations related to development reviews, design review, enforcement activities, Comprehensive Plan, and other planning activities.

Assists with the orientation and training of new members on various Town boards appointed by the Town Council.

Ensures consistency between board operations to include preparation of public notices, agendas, packets, meetings, minutes, and record archiving.

Participates in strategic planning initiatives in order to establish and prioritize future projects, and evaluates progress on Town objectives and goals.

Move planning efforts and projects forward and resolve concerns in a thoughtful, respectful and consistent fashion.

With guidance from the Planning and Community Development Manager, serves in a leadership role in addressing regional planning issues and facilitates intergovernmental coordination with adjacent local jurisdictions, State and regional agencies on issues related to planning activities, such as regional planning, recovery planning, transportation, housing, pathway and park construction.

Assists the Planning and Community Development Manager with research and analysis of the impact of various State and Federal legislative changes and other issues affecting planning activities, the Comprehensive Plan and the Zoning and Development Standards Ordinance, such as land use, property rights, demographics, and the environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Assists with drafting, amending and interpreting the Town's Comprehensive Plan and other long range planning documents, taking into consideration natural resources, cultural resources, economics, housing community facilities, land use, population, recreation and open space planning, disaster recovery, neighborhood planning, regional planning issues, flood hazard mitigation, disaster recovery, redevelopment, emergency permitting, and other issues.

Coordinates with Town staff to devise Comprehensive Plan implementation strategies and Capital Needs Assessment Program monitoring.

Oversees application and administration of grants and other funding programs and opportunities.

Participates in development review and design to include application procedures, enforcement, and education.

Keeps immediate supervisor and designated others accurately informed concerning work progress, to include present and potential work problems and suggestions for new or improved ways of addressing such problems.

Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

Ensures response to citizens' questions and comments are provided in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Establishes and leads emergency development permitting efforts and procedures, and prepares, analyzes, and monitors statistical event data during an emergency situation. Performs emergency or disaster-related duties as assigned.

Demonstrates regular attendance consistent with assigned schedule.

Performs other duties as apparent or assigned.

THE IDEAL CANDIDATE WILL POSSESS

Comprehensive knowledge of:

- Principles, practices, methods, and strategies in the field of urban and regional planning, to include planning, zoning and land use law;
- Local government political processes and operations as it relates to planning and development issues;
- Fundamental development codes, ordinances and code enforcement;
- Supervisory techniques;
- Principles of architecture, landscape architecture, land management concepts, traffic engineering, civil engineering, and Geographic Information Systems;
- Project management techniques;
- Public speaking and presentation techniques and skills.

Ability/Skill to:

- Effectively motivate and influence others;
- Identify core issues and resolve problems;
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and written policies, procedures, and instructions;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;

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Principal Planner

- Use logical and creative thought processes to make decisions and develop solutions according to written specifications and oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience

Bachelor's degree required, with Master's degree preferred, in urban and regional planning, public administration or related field; 10 years of relevant experience with extensive municipal planning experience including supervisory experience and a demonstrated track record in innovative planning, zoning and code administration at the local level including experience with smart growth, sustainability, affordable housing, transportation planning, neighborhood planning; or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, reaching with hands and arms and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

AICP certification is preferred.

Possession of an appropriate driver's license valid in the State of South Carolina.

Salary is negotiable based on experience. EOE. We offer excellent benefits and a great place to work.

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