

# Senior Planner

FLSA Status: *Exempt*  
Grade: 18

## General Definition of Work

The Senior Planner within the Growth Management Department Planning & Community Development Division provides a range of planning and community development services in a dynamic and growing community setting. This is a professional planning position requiring a high level of skill and technical background in administering, coordinating and conducting development and other technical reviews as part of the Town's land use regulatory programs.

The Planning & Community Development Division functions generally include the administration and implementation of the Town's Comprehensive Plan, Old Town Master Plan, Development Agreements, Unified Development Ordinance, Community Development Program, and providing support and oversight to numerous Town Boards, Committees, and Commissions, particularly Town Council, the Planning Commission, and Historic Preservation Commission. The nature of the work performed requires the excellent customer service skills with a "how can I help" mentality and the establishment and maintenance of effective working relationships with the elected and appointed officials, senior staff, other Town departments, Town employees and the general public. The principal duties of this class are performed in a general office and field environment. The work is performed under the supervision and direction of the Planning & Community Development Manager or designee, but extensive leeway is granted for the exercise of independent judgment and initiative.

## 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.*

Conducts development reviews; evaluates and authors alternatives and conformance with Town policies, ordinances, and the Comprehensive Plan; writes and presents staff reports to boards and commissions for which the Growth Management Department supports and/or Reports including but not limited to the Planning Commission, Board of Zoning Appeals, Historic Preservation Commission, and Town Council regarding such applications.

Serves as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for project plans and applications and making recommendations.

Evaluates and effectively communicates codes, procedures, plan specifications and alternatives with property owners, contractors, developers, engineers, architects and the public.

Analyzes the success of programs by monitoring and reporting the quantifiable aspects of the program.

Ensures Town compliance with applicable Federal and State regulations dealing with Growth Management initiatives.

Gathers and analyzes statistical data; and prepares written reports and makes oral presentations.

Conducts site inspections, including determining if projects are in compliance with laws, regulations and ordinances, makes recommendations on changes.

Coordinate and effectively communicate with the applicable staff/inspections officers regarding zoning violations, business license review, on-site improvements, agreements and letters of credit/bonding; inspect site improvements with regard to zoning requirements for final occupancy permits.

Educates Town Staff, boards, commissions, Town Council, and the general public on relevant community development and development review topics in the Town of Bluffton.

Oversees the work of other personnel in the preparation of planning and community development projects, reports, and studies.

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

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Provides technical assistance to subordinate personnel in the completion of their findings, suggesting appropriate course of action and solutions to more complex problems.

Prepares written project analysis including identifying appropriate land use policy, design issues and environmental requirements and provides makes recommendations/comments for action.

Assists with the preparation, revision, update and implementation of the Town Comprehensive Plan, long-range neighborhood plans, other planning policies and documents, the Unified Development Ordinance and other ordinances that relate to Town growth and development.

Reviews and analyzes data on physical conditions, population trends, housing conditions and other social and economic factors pertaining to planning and community development.

Manages consultant contracts including determining scope of work and budgets, tracking budgets and approving contract payments.

Performs emergency or disaster-related duties as assigned.

Demonstrates regular attendance consistent with assigned schedule, including numerous evening meetings. Performs other duties as assigned.

## Knowledge, Skills and Abilities

Be excellent in providing the best possible customer service. Be able to work under demanding conditions in a fast paced environment. Have excellent verbal and written communication skills. Have considerable analytical ability needed to select, evaluate and interpret data from several sources. Be able to create clear, concise reports including statistical analysis and trending data. Have considerable tact, discretion and persuasion is needed when collaborating with customers, staff, and the general public. Have the ability to perform a wide variety of duties and responsibilities accurately and efficiently. Have substantial knowledge of the principles, methods and practices of urban planning, development plan review, growth management, community development, and natural resources. Have substantial knowledge of federal, state and municipal legislation impacting municipal government planning and community development efforts.

## Education and Experience

Master's degree or equivalent preferred in Planning, Urban Design, Landscape Architecture, Public Administration, Political Science, Economic Development, Community Development or related field; five (5) years of planning and community development experience; or an equivalent combination of education and experience.

AICP Certification is preferred.

Experience with Adobe software such as Photoshop, InDesign, Acrobat, and other similar products is preferred.

## Physical Requirements

Duties are performed primarily in an office setting but with a considerable amount of field inspections required. This work requires the occasional exertion of up to 10 pounds of force with or without reasonable accommodation; 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, fax machine, calculator, light traffic).

## Special Requirements

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