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**Town of Bluffton, SC**

**JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Senior Planner**

**Department: Growth Management**

**Pay Grade:** **13**

**FLSA Status:**  **Exempt**

**JOB SUMMARY**

The purpose of this position is to provide a range of planning and community development services for the Town of Bluffton (Town) including conducting preservation efforts for the Historic District. Duties include: administering, coordinating, and conducting development and other technical reviews as part of the Town’s land use regulatory programs; administering and implementing the Town’s Comprehensive Plan and related programs, agreements, and ordinances; updating various boards and committees of program status; gathering and analyzing statistical data; managing related consultant contracts; ensuring compliance with various laws and regulations; maintaining records; preparing reports; and analyzing success of various programs.

**ESSENTIAL JOB FUNCTIONS**

* Conducts development reviews; evaluates and authors alternatives with conformance to Town policies, ordinances, and the Comprehensive Plan.
* Answers questions on development standards for the general public, realtors, and property owners.
* Conducts reviews for both Historic District and Highway Corridor Overly - Certificates of Appropriateness; writes reports; presents to appropriate board, commission and committee; reviews permit plans for compliance; reviews amendments, etc.
* Inspects ongoing projects in the field for compliance with approved plans.
* Reviews various permits as required (signs, trees, site features, zoning, etc.)
* Creates and presents staff reports to boards and commissions for which the Growth Management Department supports actions including such entities as the Planning Commission, Board of Zoning Appeals, Historic Preservation Commission, and Town Council regarding such applications.
* Serves as Project Manager for complex planning projects; analyzes and evaluates site and architectural plans; performs technical review for project plans and applications; and makes 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; prepares written reports; and makes oral presentations.
* Conducts site inspections, determines if projects are in compliance with laws, regulations, and ordinances; and makes recommendations on changes.
* Coordinates and effectively communicates with the applicable staff/inspection officers regarding zoning violations, business license review, on-site improvements, agreements, and letters of credit/bonding; inspects site improvements regarding zoning requirements for final occupancy permits.
* Educates Town staff, boards, commissions, Town Council, and the general public on relevant community development topics.
* Oversees the work of other personnel in the preparation of planning and community development projects, reports, and studies.
* Performs emergency or disaster-related duties as assigned.
* Provides technical assistance to assigned personnel in the completion of their findings; suggests appropriate course of action and solutions to more complex problems.
* Prepares written project analysis; identifies appropriate land use policy, design issues, and environmental requirements; and 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 contract; determines scope of work and budgets; tracks budgets; and approves contract payments.
* Works after hours at times for meetings.
* Performs other related duties as assigned.

**QUALIFICATIONS**

**Education and Experience:**

Bachelor’s Degree is required in planning, urban design, landscape architecture, public administration, political science, economic development, community development, or a related field; and six (6) years of related work experience in planning and community development preferably with experience in urban design and development review; or equivalent combination of education and experience. Master’s Degree is preferred.

**Licenses or Certifications:**

Valid South Carolina driver’s license. AICP Certification is desired.

**Special Requirements:**

None.

**Knowledge, Skills and Abilities:**

* Knowledge of the principles, methods, and practices of urban planning, development plan review, growth management, community development, and natural resources.
* Knowledge of federal, state, and municipal legislation impacting municipal government planning and community development efforts.
* Knowledge of customer service principles and best practices.
* Knowledge of job-related software such as Adobe software, Photoshop, InDesign, Acrobat, and other similar products.
* Skill in providing customer service.
* Skill in communicating, both verbally and in writing.
* Skill in establishing and maintaining effective working relationships with the elected and appointed officials, senior staff, other Town departments, Town employees, and the general public.
* Ability to work in a fast-paced environment.
* Ability to select, evaluate, analyze, and interpret data from several sources.
* Ability to create clear, concise reports including statistical analysis and trending data.
* Ability to be tactful, discrete, and persuasive.
* Ability to collaborate with customers, staff, and the general public.
* Ability to work in a fast-paced environment.

**PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to lift, carry, push, pull or otherwise move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. In addition, positions in this classification typically require, grasping, handling, perceiving sounds at normal speaking levels, discriminating among sounds, manual dexterity, mental acuity, repetitive motion, speaking, stooping, expressing ideas by the spoken word, visual acuity to analyze data/work with color or depth perception/determine accuracy or observe facilities/operate motor vehicles or equipment/inspect defects or fabricate parts, and walking.

**WORK ENVIRONMENT**

Duties are performed primarily in a moderately noisy business office with copy machines, phones, fax machines, calculators, and printers along with some light foot traffic. Work is sometime performed after hours such as at evening meetings.

***The Town of Bluffton has the right to revise this job description at any time. This***

***description does not represent in any way a contract of employment.***

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Employee Signature Date

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Supervisor (or HR) Signature Date

*The Town of Bluffton commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*