



City of North Charleston

Vacancy Notice

Position: Director of Planning & Zoning

Department: Planning & Zoning

Pay Grade: 127 (\$110,934 - \$169,310)

GENERAL STATEMENT OF POSITION

Under little or no direct supervision, plans, directs, and supervises the activities and programs of the Department of Planning and Zoning. Administers the City's Zoning and Subdivision Regulations in concert with the Comprehensive Plan. Implements public policy affecting the logical, sound growth, and management of the City of North Charleston through comprehensive planning, development plan reviews, inspections and code compliance, community development, and land use and zoning standards. Performs related professional, administrative, and supervisory work as needed. **Full job description attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Master's degree in urban planning or related field; supplemented by six (6) to nine (9) years of professional local government land use planning experience, including some experience in a supervisory capacity; or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work. Public Sector Experience preferred.

Posted: 03/13/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina
An Equal Opportunity Employer

Job Title:	DIRECTOR OF PLANNING & ZONING	Job Code:	389
Core Comp Group	ADMINISTRATIVE	FLSA:	EXEMPT
Pay Grade:	127		
Effective Date	03/13/2024	Revision A: Risk	ACW 03/13/2024
Revision B:		Revision C:	
FOR DEPARTMENTAL/OFFICE USE ONLY			
Dept.	Planning and Zoning	Dept. #	451
Location:	City Hall Building	EM Status:	
Reports To:	Special Assistant to the Mayor		

Summary Objective

Under little or no direct supervision, plans, directs, and supervises the activities and programs of the Department of Planning and Zoning. Administers the City's Zoning and Subdivision Regulations in concert with the Comprehensive Plan. Implements public policy affecting the logical, sound growth, and management of the City of North Charleston through comprehensive planning, development plan reviews, inspections and code compliance, community development, and land use and zoning standards. Performs related professional, administrative, and supervisory work as needed.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Plans, organizes, and directs the activities and functions of the department.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors the status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Supervises the preparation of and administers the department's annual budget; approves all department expenditures.
- Advises City management, other departments, City Council, Planning Commission, Zoning Board of Appeals, and other boards and committees on zoning, planning, and development issues.
- Manages the preparation of the Planning Commission's agenda packets, which includes recommendations regarding re-zonings, subdivision variances, plats, zoning text amendments, and street names.
- Zoning Administrator - manages the preparation of the Zoning Board of Appeals packages, which includes recommendations regarding zoning variances and handles zoning appeals, etc.
- Serves as an expert witness in court cases involving zoning issues.
- Collects and analyzes data to prepare reports and presentations.
- Review subdivision plats for compliance with the City's Subdivision and Zoning Regulations.
- Reviews existing regulations and plans; makes recommendations for modifications to the Planning Commission and Council.
- Reviews and responds to inquiries, requests for assistance, and concerns about planning projects, regulations, and ordinances.

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- Interprets the Zoning Regulations for staff, applicants, and others through the production of zoning verification letters, as-needed participation in the site plan review process, and review of business license applications and zoning permits.
- Refers to policy and procedure manuals, computer manuals, City codes and ordinances, various government laws and regulations, directories, maps, plats, plans, studies, surveys, etc.
- Supervises and participates in the preparation and implementation of the Comprehensive Development Plan, zoning ordinance, and subdivision updates.
- Attends and participates in public hearings related to planning and development issues, and public relations efforts, makes presentations to inform the public about planning projects and programs.
- Attends meetings, training, conferences, seminars, etc., as necessary to maintain knowledge of current trends, legislation, and technology in the field of municipal planning and development.
- Performs other directly related duties consistent with the role and function of the classification.
- Attends City Council meetings as may be required.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Excellent communication with others, both orally and in writing, using technical and nontechnical language including land use planning, zoning, community development, economics, budgeting, etc. Write complex reports, correspondence, procedure manuals and speeches.
- Ability to manage/supervise several subordinates with the overall direction, coordination, and evaluation of staff including hiring, training, planning, assigning, and directing work, appraising work, administering disciplinary actions, addressing complaints, and resolving problems.
- Apply principles of logical thinking to define problems, collect data, establish facts, and draw conclusions; to deal with several abstract and concrete variables. Ability to comprehend and interpret received information.
- Understand City projects and perform work with speed, accuracy, and attention to detail under tight deadlines and effectively work with a disparate group of individuals and organizations.
- Exercise tact, discretion, and sound judgment in addressing sensitive or confidential matters.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, follow oral and/or written policies, procedures, and instructions, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, and use integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Ability to utilize mathematical formulas and practical applications for fractions, percentages, and ratios.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks. Thorough knowledge of Microsoft Office, Outlook, Word, Excel, and Geographic Information Systems.
- Decision-making ability to define problems, collect data, establish facts, draw valid conclusions, and make recommendations.
- Knowledge of policies, procedures, and past practices and making non-routine decisions.
- Ability to read, analyze, and interpret strategic plans and proposals, architectural drawings, codes, analytical reports, legal and budget documents.
- Prepare presentations and present to City Council and the general public.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful, and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organization's decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

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Minimum Education and Experience Requirements

- Master's degree in urban planning or related field; supplemented by six (6) to nine (9) years of professional local government land use planning experience, including some experience in a supervisory capacity; or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work. Public Sector Experience preferred.

Physical Demands

- Ability to perform sedentary work and sit for extended periods of time. Ability to stand, walk and climb, as necessary.
- Requires the ability to exert light physical effort which may involve lifting, carrying, crouching, reaching, climbing, kneeling, grasping, pushing and/or pulling of objects or materials of light weight.
- Clarity of speech and hearing or other communication capabilities to enable the employee to follow instructions and communicate effectively.
- Requires visual acuity and visual perception to prepare and analyze data and figures; examine and work with maps, charts, and detailed materials; inspect sites regarding planning issues; operate a computer; and do extensive reading.
- Manual dexterity to enable the employee to operate a personal computer and related equipment using repetitive motion and/or substantial movements of the wrists, hands, and fingers.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- The position is exposed to no unusual environmental hazards. May sometimes be exposed to heat/cold, wet/humid conditions, bright/dim lights, increased noise levels, and traffic.

Special Certifications and Licenses

- Valid South Carolina Driver's License
- American Association (American Institute of Certified Planner, AICP is preferred)

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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