

**Berkeley County Government**

**JOB OPENING – INTERNAL POSTING**

**PLANNER AND SENIOR PLANNER (PS101198)**

**DEPARTMENT: PLANNING AND ZONING**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Performs a variety of professional and technical duties related to current land use development and/or zoning compliance and enforcement. Reviews the issuance of building and zoning permits, proposed plats, site plans, rezoning and variance requests among other land use related issues to ensure compliance with all applicable county, state and/or federal regulations. Assists in ensuring compliance and assists with the updating of the County's comprehensive plan and the zoning and subdivision ordinances. Coordinates the scheduling of and ensures that preparations are made for the County's Board of Zoning Appeals, Planning Commission and County Council meetings/hearings. May make recommendations to the County Planning Commission and County Council Committees as necessary. Works closely with the County's Geographic Information Systems, Engineering, Building and Codes, and Permitting Offices/Departments in the development of maps, other documents and processes. Collects data and other statistics regarding planning and zoning issues. Performs other duties as assigned.

**QUALIFICATIONS:**

**PLANNER** - Bachelor's Degree and two (2) years related experience. Master's Degree in public administration, land use planning or other related field preferred. American Institute of Certified Planners (ACIP) certification preferred.

**SENIOR PLANNER** - Bachelor's Degree in Planning, Urban Studies, Geography, Public Administration, or other closely related field and five (5) years of progressively responsible experience; three (3) of which must be directly related to work in the areas of urban and community design; **OR** Master's Degree in Urban Planning, City or Regional Planning, Public Administration, or other related field and two (2) years of related experience. American Institute of Certified Planners (AICP) certification required.

Proficiency in AcrGIS preferred.

Strong personal computer experience including knowledge of Microsoft Word and Excel.

Must be skilled in the operation of all basic office equipment.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to fifteen (15) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as exempt and reports directly to the Planning and Zoning Director.** The normal work schedule is (37.5) hours per week. Normal working hours are Monday through Friday 9:00 a.m. until 5:00 p.m. Must be able to attend evening Board of Zoning Appeals, Planning Commission and/or County Council meetings. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Planner – Grade C35**

**Entry Level Bi-Weekly Pay Range: \$1,576.06-1,812.47**

**Senior Planner - Grade C38**

**Entry Level Bi-Weekly Pay Range: \$1,789.04 -2,057.40**

**Date of Posting: 10/06/2015**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***