



# TOWN OF *Kiawah Island*

## **The Town of Kiawah Island is seeking a full-time Planner I**

*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 performing their duties just as though they were written out in this job description.*

**Department:** Planning Department

**Salary Range:**

**FLSA Status:** Exempt

### **JOB SUMMARY**

Under the general direction of the Planning Manager, provides assistance in planning and zoning administration for compliance with applicable Land Use and Planning Zoning Ordinance or other related codes, technical support utilizing ArcGIS, and Performs other related duties as required.

### **ESSENTIAL JOB FUNCTIONS**

The responsibilities of the Planner I shall include, but are not limited to the following:

- Performs professional planning duties, preparing component parts of plans, policies, and programs supporting the Town's goals in alignment with the Town's planning documents.
- Provides administrative planning support for development projects, including working with applicants and the public; coordinating with other departments, jurisdictions, and agencies in the update of the Town's Comprehensive Plan.
- Prepare concise and accurate staff reviews, reports, maps, presentations, public notifications, and other documentation for cases and public meetings, including but not limited to the Planning Commission, Town Council, and Board of Zoning Appeals.
- Use G.I.S. to prepare, update and maintain Town maps (Zoning, Future Land Use, Comprehensive Plan, Dock Key Locations, etc.) Provide technical knowledge and analysis for planning projects
- Coordinate resiliency planning initiatives by providing technical resources within environmental planning.
- Provides technical assistance in reviewing and presenting various development applications at Town meetings, including Town Council, Planning Commission, and Board of Zoning Appeals.
- Review single-family residential development plans for compliance with applicable regulations, coordinating with the Kiawah Island ARB. and other pertinent organizations and agencies during plan review.
- Performs field inspections to gather data as part of the development review process
- Attend meetings, conferences, workshops, training sessions, and review materials to become and remain current on the principles, practices, and new developments in assigned work areas.
- Explains policies, procedures, and regulations to the public, developers, business organizations, contractors, architects, etc.
- Responds to questions and comments in a courteous, timely manner.
- Regularly communicates and coordinates with others to maximize the effectiveness and efficiency of

interdepartmental operations and activities.

- Performs other directly related duties consistent with the role and function of the department.
- Working in the Emergency Management Operations when activated

## **QUALIFICATIONS**

Bachelor's Degree in Urban or Community Planning, Geography, Landscape Architecture, Architecture, Engineering, or related field, with a Professional or a master's degree, preferred;

AICP preferred

Two-three or more years of directly related work experience in land use planning or a related field; or Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work; and

Within one year of employment, must complete the FEMA Incident Command System (I.C.S.) courses required to work in the Emergency Operations Center.

### **Licenses or Certifications:**

A valid S.C. driver's license, or ability to obtain by the start of employment.

### **Special Requirements:**

ArcGIS; interest in resiliency planning

### **Knowledge, Skills and Abilities:**

- Thorough knowledge of the current principles and practices involved in the planning field.
- Thorough knowledge of land use theory, urban design, economics, government finance operations, land use law, demographics, environmental design, resource development, and ecology.
- Thorough knowledge of data gathering and research techniques.
- Thorough knowledge of the theory and methods for formulating land-use policies and related.
- Substantial knowledge of the methods used for citizen involvement in planning projects and research.
- Thorough knowledge of federal, state, and local laws, ordinances, land use, development, and zoning regulations.
- Some knowledge of the Town's architectural, economic, and cultural history.
- Skilled in communicating effectively with others, both orally, graphically, and in writing, using technical and non-technical language to respond to inquiries from employees and the public.
- Skilled in operating a personal computer using standard or customized software applications appropriate to assigned tasks.
- Skilled in reading and interpreting architectural and engineering designs and specifications.
- Skilled in making public presentations on complex planning issues and programs and representing the Town in a professional capacity.
- Able to provide effective leadership, motivation, and supervision to subordinate and related support personnel.
- Able to effectively promote team and organization building, goal development, and project follow-through.
- Able to communicate with individuals from diverse educational and social-economic backgrounds.
- Able to diffuse potentially confrontational situations with the public.
- Able to understand and follow oral and/or written policies, procedures, and instructions.
- Able to analyze moderately to complex data, interpret it, and exercise mature judgment in accordance with established department policies and procedures.
- Able to prepare and present accurate and reliable reports containing findings and recommendations.
- Able and willing to quickly learn and use new skills and knowledge due to rapidly changing information and/or technology.
- Able to use logical and creative thought processes to develop solutions according to written specifications

and/or oral instructions.

- Able to work with integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee is frequently required to talk and hear. In addition, the employee is occasionally required to stand; walk; climb; balance, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands. Manual work may also take place out in the field. The noise level in the work environment is usually moderate.

### **Employee benefits include:**

- Medical
- Dental
- Vision
- 401K (matching) – Optional
  
- Paid Holidays
- College Tuition Assistance
- Up to Eight Weeks of Maternity/Paternity Leave
- Paid Time Off (P.T.O.)
- AFLAC or Colonial Life Plans – Optional

### **How to apply:**

Applications are available online at [www.kiawahisland.org](http://www.kiawahisland.org). Forward resume and application to attn.: John Taylor, Jr. Planning Manager at [jtaylor@kiawahisland.org](mailto:jtaylor@kiawahisland.org) or 4475 Betsy Kerrison Pkwy, Kiawah Island, SC 29455. Only those candidates considered for an interview will be contacted. Closing date: August 26, 2022, by C.O.B.

*The Town of Kiawah Island is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws.*