



# CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina

*This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.*

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<b>Class Title:</b>	<b>Senior Planner</b>
<b>Department:</b>	Community Development
<b>Class Code:</b>	3060
<b>Salary Grade:</b>	G14
<b>FLSA Designation:</b>	Exempt

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## **General Statement of Duties**

The principal function of an employee in this class is to perform a variety of professional planning, analytical, and project or team leadership tasks related to the implementation of the Town's Comprehensive Plan and administration of the Land Management Ordinance. Work is performed under supervision of the Planning and Special Projects Manager or Development Review Administrator, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee establish and maintain effective working relationships with the Deputy Community Development Director, Planning & Special Projects Manager, LMO Official, Development Review Administrator, other Town Departments/Divisions, Town employees, review boards, commissions and the general public.

## **Examples of Essential Functions**

*(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)*

- Implements Town Council goals and the Town Manager's Work Program;
- Coordinates research, analysis, and drafting of documents related to the Comprehensive Plan and its updates; participates in neighborhood planning efforts with the public;
- Coordinates, administers, and interprets the Land Management Ordinance (LMO) including researching, drafting, and preparing amendments related to development plan review, subdivision reviews, public project reviews, and re-zonings and other planning issues; maintains the master ordinance and Official Zoning Map;
- Processes Zoning Map Amendments, Development Plan Reviews, and subdivisions, variances and special exceptions;
- Participates in Capital Improvement Program projects to include planning, analysis, and development of infrastructure projects such as roads, parks, and pathways; administers project budgets; coordinates activities of public project development; presents proposals to Boards and Commissions; facilitates public meetings; performs site inspections; provides updates and progress reports; performs routine field inspections; ensures procurement regulations are met;
- Conducts major planning and department project research; reviews and recommends potential land acquisition; writes and coordinates implementation of Town policies;
- Acts as Community Rating System Program Coordinator in program administration duties; plans and prepares documentation for each activity and the yearly report; prepares documentation for the ISO audits and Community Assistance Visits; prepares FEMA bi-annual report; provides FEMA information to the public; writes letters; files program documentation; responds to inquiries/complaints from citizens/attorneys. Participates in

- regional and local planning and floodplain management activities;
- Participates in customer service initiatives, public education programs; utilizes and maintains computerized data;
- Provides customer service to a variety of internal and external customers, boards, commissions, and Town Council; assists citizens and others with inquiries regarding development regulations and projects;
- Conducts sign permit review; enforces sign regulations;
- Recommends alternative solutions for development or other planning issues; researches and analyzes the impact of state and federal legislative changes affecting the Town, such as land use, demographics, and the environment; participates in regional planning;
- Coordinates and facilitates the application and pre-application process to include overseeing and setting conference appointments, maintaining related computerized information, verifying application requirements and facilitating application and pre-application meetings; makes decisions, clarifies issues according to the LMO and Comprehensive Plan, and answers inquiries;
- Maintains database of sites with non-conforming issues such as density or use;
- Coordinates with Inspectors prior to issuance of Certificate of Compliance and Certificate of Occupancy to ensure completed development activities are consistent with Notice of Action;
- Serves as Team Leader for special projects and prepares summary reports and recommendations based on the Comprehensive Plan, LMO interpretation, site inspections, other research, and interdepartmental coordination;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

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

- Knowledge of principles, practices, methods, and strategies in the field of urban and regional planning;
- Knowledge of local government political processes and operations as it relates to planning and development process;
- Knowledge of basic principles of architecture, landscape architecture, land management concepts, traffic engineering, civil engineering, and Geographic Information Systems;
- Knowledge of fundamental development codes, ordinances, code enforcement, and building inspection;
- Ability to develop and facilitate effective working relationships;
- Ability to demonstrate skill in public speaking;
- Ability to build consensus, negotiate, mediate, and facilitate throughout the planning and development process;
- Ability to objectively analyze data and to identify and interpret applicable ordinances and other land use directives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

### **Minimum Qualifications**

- Bachelor's Degree in Planning, Landscape Architecture, Architecture, or related field; and
- Considerable planning, architecture, landscape architecture, or related experience; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work;
- Valid Driver's License.

### **Work Conditions and Essential Physical Abilities**

Principal duties of this class are performed in a general office environment and require the following physical abilities:

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 2: Including color, depth perception, and field vision;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures;
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.