

Town of Lyman, South Carolina
Job Description

Job Title: Planning & Zoning Administrator

GENERAL STATEMENT OF JOB

Part time position under limited supervision, performs administrative and technical work in support of the activities for the Town of Lyman. Work involves the administration and enforcement of Town Zoning Ordinance; review and approval of residential and commercial construction and development; preparing information for public hearings; maintaining permanent records on all zoning map and text amendments and Zoning Board variances. Reports to the Town Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Interprets zoning ordinance and land use regulations; receives, investigates and responds to zoning complaints; determine zoning compliance; reviews subdivision and project plans.

Provides zoning requirements to co-workers, developers and the general public.

Coordinates zoning approval with engineering, subdivision and project tracking elements of the department.

Coordinates information presented at public hearings before Board of Zoning Appeals, Planning Commission and Town Council; prepares and sends out notices of regular or special meetings; distributes minutes of Board meetings; establishes and maintains the board's files on variances, special exceptions and administrative appeals; prepares agendas for meetings and maintains timelines for public notices.

Develops forms and procedures to promote smooth and accurate enforcement of the Zoning Ordinance; shares the information with the general public; reviews and determines approval/disapproval of zoning compliance.

Ensures compliance with public notification, time consideration and other legal requirements for amendments, variances, special exceptions and administrative appeals in accordance with adopted Town regulations and State statutes; maintains permanent records on all zoning map and text amendments.

Attends and provides appropriate input to development review meetings, Town Council meetings, Planning & Zoning Commission meetings, Court hearings and other public forums; performs site checks for zoning and compliance.

Receives wide variety of materials for review, processing and approval such as engineering, architectural and landscape drawings.

Receives and/or reviews various records and reports such as subdivision plans, zoning site plans, zoning variance applications and map amendment applications. Prepares and/or processes various records and reports such as Planning and Zoning Commission packets, summary and zoning maps, legal advertisements, zoning variance applications and map amendment applications.

Refers to zoning ordinance, South Carolina Code of Laws, public input, policy and procedure manuals, computer manuals, codes/laws/regulations, publications and reference texts, etc.

Operates a vehicle and variety of equipment such as a computer, printer, fax machine, copier, calculator, binding machine and telephone. Vehicle will be furnished during work hours.

Uses drafting equipment, measuring wheel, clerical and computer supplies and computer software.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Planning and Zoning Commission, Board of Zoning Appeals, Town Council, co-workers, contractors, subcontractors, developers and the general public. Enforces Town of Lyman International Property Maintenance Code.

ADDITIONAL JOB FUNCTIONS

Performs general administrative/office work as required, including attending meetings, preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, greeting and assisting office visitors, etc.

Performs related duties as required.

Must be self-motivated, organized, detail oriented and able to be productive under limited supervision.

The Town will consider training qualified candidates without prior planning and zoning experience.

Salary \$14.00 per hour

Hours 20 per week Monday through Friday 10:00 a.m. until 2:00 p.m.

**times of day are negotiable but must be consistent*