

# Town of Lyman, South Carolina

## Job Description

**Job Title:** Planning & Zoning Administrator

**Department:** Administration / Planning

**Reports To:** Town Administrator

**FLSA Status:** Full-Time

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## GENERAL STATEMENT OF JOB

Under limited supervision, performs professional, administrative, and technical work in support of planning, zoning, and code enforcement activities for the Town of Lyman. Responsibilities include administration and enforcement of the Town's Zoning Ordinance, Land Development Regulations, and International Property Maintenance Code; review of residential and commercial development and construction; coordination of public hearings; preparation of agendas, packets, staff reports, and ordinances; and organization and support of Planning Commission and Board of Zoning Appeals meetings. The position serves as the primary staff liaison to Town Council on zoning and land use matters and oversees zoning-related records and code enforcement functions.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Zoning Administration & Planning

- Interprets and enforces the Town of Lyman Zoning Ordinance, Land Development Regulations, and International Property Maintenance Code.
- Receives, investigates, and responds to zoning and code enforcement complaints.
- Reviews subdivision, site, and development plans for zoning compliance.
- Provides zoning and land development requirements to Town staff, developers, contractors, and the general public.
- Coordinates zoning approvals with engineering review, subdivision review, and project tracking processes.
- Develops and maintains forms, procedures, and processes to ensure accurate and consistent enforcement of zoning regulations.

### Town Council Responsibilities

- Prepares and presents **monthly planning and zoning activity reports** to Town Council.
- Drafts and administers **proposed zoning-related ordinances**, including:

- Zoning reclassification ordinances
- Annexation ordinances
- Zoning ordinance amendments
- Amendments related to or impacting the Comprehensive Plan
- Attends all Town Council meetings to present reports, provide professional analysis, and respond to Council questions regarding zoning and land use items on the agenda.
- Serves as the primary staff liaison to Town Council on zoning and land use matters.

### **Planning Commission & Board of Zoning Appeals**

- Coordinates and manages all correspondence, scheduling, agendas, packets, notices, and supporting documentation for Planning Commission and Board of Zoning Appeals meetings.
- Ensures compliance with public notice requirements, statutory timelines, and procedural standards.
- Attends and supports all Planning Commission and Board of Zoning Appeals meetings.
- Prepares and distributes official meeting minutes and maintains permanent board records, including variances, special exceptions, administrative appeals, and zoning amendments.

### **Interdepartmental & External Coordination**

- Attends and coordinates **pre-construction and development review meetings** with appropriate Town staff, including Public Works and the Fire Department.
- Coordinates closely with the **Business License Department** to ensure residential, commercial, and industrial construction or renovation projects have appropriate business licenses prior to commencement.
- Coordinates daily with the Town's third-party building permit and inspection provider (**CC&I**) regarding permitting, inspections, and compliance matters.

### **Code Enforcement Oversight**

- Supervises and manages the Code Enforcement Officer and code enforcement operations, providing ongoing guidance and performance feedback.
- Oversees enforcement of the Town's International Property Maintenance Code.
- Performs site inspections to verify zoning and code compliance.

### **Records, Communication & Tools**

- Maintains permanent and accurate records of zoning map amendments, text amendments, variances, appeals, and special exceptions.
- Receives and reviews engineering, architectural, landscape, and subdivision plans.
- Prepares zoning maps, legal advertisements, staff summaries, and official applications.
- Communicates effectively with the Town Administrator, Town Council, Planning Commission, Board of Zoning Appeals, Town staff, developers, contractors, attorneys, and the general public.

- Operates standard office equipment and uses Microsoft Office and planning-related software.
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## **PHYSICAL DEMANDS & WORKING ENVIRONMENT**

The physical demands and work environment described below are representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

### **Work Environment:**

Work is performed in both office and field settings. Duties may involve travel between sites, exposure to outdoor weather conditions, uneven terrain, noise, dust, and occasional confrontational situations.

### **Physical Requirements:**

- Ability to stand, walk, bend, stoop, kneel, squat, reach, and traverse uneven or sloped terrain.
- Ability to lift and carry light objects.
- Ability to operate office equipment requiring repetitive hand motions and fine motor coordination.
- Ability to operate a motor vehicle.
- Ability to communicate verbally to exchange information.

### **Vision & Hearing:**

- Ability to see and hear within normal ranges, with or without correction.
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## **ADDITIONAL DUTIES**

- Performs general administrative and office duties including preparing correspondence and reports, data entry, filing, copying, and assisting office visitors.
  - Performs related duties as required.
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## **QUALIFICATIONS**

### **Education:**

Bachelor's degree in city, regional, or urban planning; architecture; public policy; public administration; or a related field is required.

**Experience:**

- Minimum of five (5) years of experience in planning, zoning, land use, land development, and/or code enforcement.
- Prior municipal government experience is strongly preferred.
- Experience working in the Upstate region of South Carolina is a plus.

**Skills & Knowledge:**

- Proficiency in Microsoft Office Suite (Word, Excel, Access, Outlook, PowerPoint) required.
- Experience with GIS and mapping software preferred.
- Must be self-motivated, highly organized, detail-oriented, and able to work productively with limited supervision.

**Licensing:**

- Valid South Carolina driver's license required.

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## **COMPENSATION & WORK SCHEDULE**

**Salary:** \$60,000 – \$70,000 (commensurate with experience)

**Hours:** 40 hours per week

Benefits: Health, Dental, Vision, LTD, Optional Life, State Retirement, Paid leave accrued monthly, 15 paid holidays annually

- Monday – Thursday: 8:30 a.m. to 5:00 p.m.
- Friday: 8:30 a.m. to 4:00 p.m.

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## **TO APPLY**

Please submit resumes to:

[nblackwell@lymansc.gov](mailto:nblackwell@lymansc.gov)