

Town of Lyman, South Carolina  
Job Description

Job Title: Planning & Zoning Administrator

**GENERAL STATEMENT OF JOB**

**Full 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; Land Development Regulations, International Property Code; review and approval of residential and commercial construction and development; preparing information for public hearings; preparing agendas, packets, staff reports and organization of Planning Commission Meetings and Board of Zoning Appeals Meetings; 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**

**ZONING ADMINISTRATION**

Interprets Zoning Ordinance, Town of Lyman Land Development Regulations and International Property Maintenance Code; receives, investigates and responds to code enforcement 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, scanner, 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.

Manages and supervises employees, providing on-going guidance and performance feedback as needed,

Oversees the enforcement of the Town of Lyman International Property Maintenance Code.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

### **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.

A minimum of a Bachelor's degree in city/regional/urban planning, architecture, public policy, public administration, or related field is required for this position

A minimum of five years experience in planning, zoning, land use, land development, and/or code enforcement work is required. Prior government experience, specifically, municipal government experience, is strongly preferred. Prior experience working in the Upstate of South Carolina is also a plus.

Proficiency in Microsoft Office Suite is required, including Word, Excel, Access, Outlook, and PowerPoint. Prior experience with GIS/mapping software is also preferred.

**Salary** \$65,000.00 - \$70,000.00

**Hours** 40 per week

Monday through Thursday 8:30 a.m. until 5:00 p.m.

Friday – 8:30 a.m. until 4:00 p.m.

**To Apply:** Please send resumes to [nblackwell@lymansc.gov](mailto:nblackwell@lymansc.gov)