

Job Announcement: Atlantic Beach Town Planner

Atlantic Beach, SC is seeking an experienced land use planner to development of plans for transportation, economic development, and a growing list of additional issues. Provides staffing support to municipal planning commission and local comprehensive plans and zoning ordinances. Manage administrative duties and responsibilities as the Town Planner shall be prescribed by the Town Manager and the Town Council, provided the duties assigned in conjunction with state law.

Duties of the planner include:

- Providing professional planning and technical assistance to include reviewing site plans, preliminary and final plats, and conditional use and zoning permits for compliance with adopted plans, policies, and regulations.
- Assisting with the development of town plans by 1) documenting and analyzing existing conditions and trends, 2) identifying and assessing best practices and tools, and 3) recommending policies, actions, or investment strategies tailored to address the specific planning objectives.
- Preparing and presenting staff reports to planning, boards of zoning appeals, Town Manager, the Town Council, and the public.
- Conducting research and analysis on planning issues to develop recommended updates to local plans, policies, and regulations.
- Assisting with the development of maps and data visualizations using ArcGIS and other planning applications.
- Remaining current on state and federal regulations that govern or guide the various planning processes; and
- Performing other special projects assigned by the Town Manager. Provides professional and technical assistance to the public inquiries related to planning.
- Answers inquiries and assist the public relating to zoning and land use.
- Reviews and approves building permit applications for compliance with the Land Development Code.
- Manage all economic development programs of the Town and coordinate activities of any economic development planning that might be subsequently established by the Town Board.
- Conducts complex current and long-range municipal and County planning studies and research projects regarding land use, zoning, and development.

- Reviews development projects and land divisions for communities and developers to ensure consistency with all applicable codes, ordinances, and regulations.
- Attend all Plan Commission and Town Board meetings as well as any public hearings involving zoning or land planning issues and all meetings required for conducting general Town business.
- Research and apply for grants in the best interest of the Town.
- Prepares and coordinates amendments to the Town's Comprehensive Plan and Land Management Ordinance.
- Drafts technical and regulatory reports, including ordinances, moratoriums.
- Reviews land use development applications, prepares reports, and makes recommendations.
- Provides staff support to various advisory boards and committees, such as the Historic Preservation Board including Historical Research, Economic Development Committee, and Planning Board.
- Makes presentations to Town boards, and the public.
- Performs related work as assigned.

Qualifications: The preferred candidate will have practical experience in current planning for a municipal government and in the preparation of long-range comprehensive plans at the local level. An Organized and detail-oriented "doer" with the ability to prioritize workload, multi-task, and deliver against deadlines, and inspire more junior team members to do the same.

- Degree in Planning, Public Policy, Urban Studies, or a related field (*master's degree preferred, undergraduate degree considered for highly qualified candidates*).
- Knowledge of land use planning, local government requirements (building codes, zoning, environmental, transportation, etc.).
- Understanding of the real estate development process and client needs.
- Ability to research and quickly discern relevant information.
- Ability to work as part of a multi-tasking, fast-paced, multi-disciplinary team.
- Great written and verbal communication to convey project elements, needs, and regulatory compliance.
- Background in project management software and tools, and motivation to stay current with the latest technology.
- Innovative thinking to create solutions that further project goals.
- Ability to be detail-oriented while keeping the big picture in mind.
- Requires a valid SC Driver's License.

- American Institute of Certified Planners (AICP) certification is a plus but not required.
- Requires flexible hours for attendance at Town Plan Commission, Town Board, and various other meetings. Occasional driving required locations within the Town and County.
- Comprehensive knowledge of the methods and techniques used to develop and maintain a complex, comprehensive local land use administration program.
- Comprehensive knowledge of the current principles and practices of land use planning, zoning, and subdividing, and other related land use matters.
- Comprehensive knowledge of applicable laws and regulations governing land use planning, zoning, and subdividing.
- Ability to analyze and interpret zoning and land division laws, ordinances, and regulations.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain accurate and complete records and to prepare clear and detailed reports.
- Tech savvy with the ability to learn the latest programs quickly. Advanced proficiency with:
 - **Adobe Suite** (visual design skills highly desired)
 - **Microsoft Office** (including advanced data analysis in Excel)
 - **Google Suite**
 - Comfortable managing **public meetings in ZOOM**
 - Proficiency with **ArcGIS Pro and online ESRI products** is a plus.

Employment Details

- Annual Salary: \$35,000 – \$45,000 commensurate with title and experience. The starting pay rate will be subject to experience and qualifications.
- Part/Full-time position

Benefits:

- Health, Dental and Vision Insurance
- Retirement Plan
- 401k and 457b
- Employee Assistance Program
- Paid Time off
- Paid Sick Time
- Cost of Living Adjustments
- Paid Holidays

Hours:

- Regularly scheduled workweek, Monday through Friday, during standard operating hours, averaging 32- 40 hours weekly.

Deadline:

- Open until filled