



POSITION OPENING
PLANNING DEPARTMENT
ZONING OFFICER

Job Posting Date – May 22, 2018

The City of Conway is accepting applications for the position of Zoning Officer. This position performs professional work including, but not limited to, administering and enforcing the City’s Unified Development Ordinance (UDO) and Historic Design Review Districts’ Community Appearance Guidelines. Additionally, this position reviews development plans, signage requests, and building permit applications; performs site inspections and field enforcement of the UDO; issues citations as necessary for zoning violations; and researches short- and long-range planning and zoning issues.

The successful candidate for this position must have the ability to enforce ordinances and codes using good judgment and with impartiality; be able to clearly explain ordinances verbally and in writing; be able to analyze and interpret plans and determine whether they meet requirements of applicable codes and ordinances; and be able to establish and maintain effective and professional working relationships with personnel, contractors, developers, architects, and the general public. Proficiency in the use of Microsoft Office Software (Word, Excel, PowerPoint, Outlook), GIS software is recommended. This position interacts with the general public on a regular basis, placing a high priority on exceptional customer service. The successful candidate must possess the ability to remain calm in stressful situations and be able to work cooperatively and courteously with others at all times.

Minimum Training and Experience: A degree in Planning, Public Administration, Geography, or related field and a minimum of two years of experience in local Planning and/or Zoning or any combination of training and experience that provides the required knowledge, skills, and abilities necessary for this position. Must have knowledge of zoning regulatory and enforcement principles and practices. A driver’s license valid in the State of South Carolina is required for this position.

Entry level pay for this position is \$42,071.00

Interested persons should submit an application with a certified ten-year driver’s record to Lynn S. Smith, Human Resources Director, P.O. Box 1075 Conway, SC 29528. Applications may be obtained from the SC Department of Employment & Workforce Center at 200-A Victory Lane Conway, SC, or downloaded from www.cityofconway.com. **The deadline to apply for this position is Friday June 5, 2018.**

CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER