



# Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Planning Director	Department: Planning	
Pay Grade: 227	Revised: 7/1/15	

## **General Description**

The purpose of this class within the organization is to be responsible for the management and administration of all aspects of the Greenwood City/County Planning Department including planning, development review and land development; develops and monitors the departmental budget. Supervises, plans and directs the activities of professional and clerical personnel in order to ensure the proper implementation of department objectives and procedures; reviews work of subordinates for completeness and accuracy

This class formulates long-range goals for the organization, develops policy and position papers and works with the Chief Administrative Officer and/or elected officials.

This class works under limited supervision reporting major activities through periodic meetings.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

## **Essential Functions:**

Prepares materials & presentation of topics for City of Greenwood Council as well as Greenwood County Council which includes review, discussion & implementation.

Supervision of Staff/Office personnel; requires daily interaction with staff including training, review, and information sharing. Also includes administering annual performance evaluations; interaction with the public and management of the department.

**This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.**





# Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Planning Director	Department: Planning	
Pay Grade: 227	Revised: 7/1/15	

Administers Floodplain Plan which includes enforcement of the ordinance, review of individual development within & near the floodplain, understanding of the floodplain management process and implications.

Directs Long Range Planning Projects based on need & priority at different levels and different communities.

Reviews applications and notifications. Provides counsel, prepares and disseminates technical reports to the Board of Zoning Appeals.

### **Additional Duties:**

Collects data to direct, formulate, and implement various long-range and capital plans.

Prepares budget of inventory, purchasing and management of supplies required in the daily operation of the department.

Develops and implements tasks and strategies outlined within the Comprehensive Plan based on the established timeline adopted by Council.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.

**This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.**





# Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Planning Director	Department: Planning	
Pay Grade: 227	Revised: 7/1/15	

## **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

## **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a department.

## **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

## **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

**This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.**





# Greenwood County, SC

## Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Planning Director	Department: Planning	
Pay Grade: 227	Revised: 7/1/15	

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policies and practices.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is very serious - affects entire organization and the general public.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

**This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.**





# Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Planning Director	Department: Planning	
Pay Grade: 227	Revised: 7/1/15	

## **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Develops and implements long-range capital plans and programs to support the goals and objectives of the organization.

## **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

## **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

## **Minimum Education and Experience Requirements:**

Requires a Bachelor's Degree in City and Regional Planning or in a related field (business, public administration, landscape architecture, law).

Requires five years of progressive planning experience OR an equivalent combination of education, training and experience.

## **Special Certifications and Licenses:**

AICP Certification preferred.

**This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.**





# Greenwood County, SC Job Description

FLSA: Exempt	Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Planning Director	Department: Planning	
Pay Grade: 227	Revised: 7/1/15	

## **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.**

