



## TOWN OF SANTEE

194 Municipal Way | P.O. Box 1220 | Santee, SC 29142 | Ph: 803.854.2152 | Fax: 803.854.3233

### Planning and Zoning / Code Enforcement Officer

Full time/Salary/Exempt

#### **Purpose of Classification:**

The purpose of this classification is to ensure that development and redevelopment within the Town of Santee limits is compliant with town zoning ordinances as well as federal and state regulations.

#### **Essential Functions:**

Interprets and applies town zoning codes and ordinances: oversees compliance with local, state, and federal zoning codes, rules, and regulations; coordinates related data collection and analysis; provides assessment of various land use practices, code interpretations, permitting and variance evaluations; reviews and approves or recommends changes to variance applications; confers with Mayor and Council regarding zoning and code enforcement issues; and prepares and maintains related records.

Responds to complaints of town zoning codes violations and investigates possible infractions: conducts site visits to determine validity of complaints or to enforce codes; collects, evaluates, records, and preserves evidence; interviews witnesses and gathers information; and takes and files photographs to document violations.

Determines compliance or non-compliance with codes: enforces zoning, signage, nuisances, unsafe buildings, and business licenses; meets with property owners to discuss violations; issues code compliance notices and official correction notices; issues citations/summonses to violators; services citations via verified mail or in person; and performs follow-up site inspections as needed.

Performs various tasks involving court related proceedings; prepares official letters and summons for court or hearings before Council; prepares related documents and reports to assist in building and documenting case information; interviews witnesses; prepares evidence for court cases; and testifies in court as needed.

Performs various statistical research and comparative analysis: researches compiles and analyzes economic, social and physical factors in the town; forecasts future planning and growth management deficiencies, trends and problems; recommends and assist with changes and updates to ordinances; oversees Planning Commissions activities including scheduling of meetings and public hearings and preparing meeting minutes; and ensures appropriate updates to Comprehensive Plan.

Receives and responds to inquiries and concerns from a wide array of interested community interests on town zoning initiatives and activities: communicates with town administrators, elected officials, town staff, developers, contractors, government agencies, neighborhood, civic, and environmental organizations, media representatives, and the public: provides information and answers questions regarding zoning plans and programs; interprets and explains zoning policies, procedures, and plans; conducts and attends meetings; and makes presentations.

Inspections and Investigations: Conducts regular inspections of residential, commercial, and public properties to ensure compliance with city codes and ordinances. Investigates complaints regarding potential code violations such as zoning, signage, property maintenance, and nuisances. Documents and reports findings, including taking photographs and writing detailed inspection reports.

Enforcement: Issues notices of violation and citations for non-compliance with city codes. Works with property owners to achieve voluntary compliance through education and cooperation. Prepares cases for legal action and testify in court as needed. Community Interaction: Responds to public inquiries and complaints in a professional and courteous manner. Educates the public on city codes and ordinances to foster community cooperation and compliance. Participates in community meetings and outreach programs to promote understanding of code requirements.

Record Keeping and Reporting: Maintains accurate and detailed records of inspections, violations, and enforcement actions. Prepares and presents regular reports to the Director of Planning & Development and other city officials as required. Communicates with other City employees, builders, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

**Required Skills/Qualifications:**

Bachelor's Degree in Planning, Civil Engineering, or related field required: supplemented by two years of experience in planning, zoning or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid South Carolina driver's license. May be required to possess and maintain certification from American Institute of Certified Planners.

**ADA Compliance:**

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and material of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

**Disclaimer:**

The above job description is not an exhaustive list of all duties and responsibilities of the position and in no way is to be construed as a contract. As with all positions, employment is "at will" or voluntary on both the part of the Company and the employee.

Employment is not for a set period of time and may be discontinued by either party for any reason with or without notice.

**Equal Opportunity Employer:**

The Town of Santee is an Equal Opportunity Employer

We consider candidates regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.