



City of Orangeburg, South Carolina

Classification Specification

Special Projects Manager (City Planning & Economic Development)

Grade 12

'Salary Commensurate with Experience'

Purpose of Classification:

The purpose of this classification is to perform professional and technical work in current and long-range programs related to the development and implementation of land use plans and policies, capital improvements, infrastructure development and other City projects and programs; performs professional planning work in the administration and enforcement of design guidelines for the City; and performs related work as assigned. The incumbent works within a general outline of work to be performed and develops work methods and sequences under general supervision of the City Administrator.

Essential Functions:

The following duties are normal for this position. 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.

Develops and/or assists with economic development initiatives, and the development and implementation of growth management, land use, infrastructure, and other plans to meet the City's needs. Evaluates or assist with rezonings, ordinance amendments, site plans, special use permits, variances, and other proposals. Coordinates research and provides suggestions for implementation of best practices or identifies emerging issues for a proactive view to strategic planning in City growth and development.

Plans, directs, and coordinates consulting contract activities, including writing specifications for contracts, analyzing bids, establishing priorities and schedules, resolving technical, procedural, and operational problems; evaluates contractor performance; specifies appropriate actions to be taken to correct deficiencies. Manages all assigned development projects from the initial stage to project completion.

Prepares and presents project information and provides staff recommendations to supervisor, committees, commissions, and other such groups as required. Acts as liaison between community groups, government agencies, developers, and elected & appointed officials. Prepares and presents detailed reports on development proposals to government bodies.

Participates in public meetings and makes presentations to various groups related to City planning efforts and development regulations; meetings may require some evening and some weekend hours. Communicates with City officials, supervisor, other City employees, contractors, developers, architects, engineers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Assists with marketing strategies for downtown business and industry development; ensures the growth of small business development, including startups, through individualized assistance grant programs and ongoing training opportunities; may include assistance to the Downtown Orangeburg Revitalization Association (DORA).

Coordinates with the City's Grants Manager to identify development funding sources, source requirements and assist with grant applications as needed.

Coordinates and serves as administrative liaison for the City Planning Commission. Researches, gathers, interprets, and prepares data for planning and zoning studies, reports, and recommendations; prepares a variety of studies, briefs, and reports for decision-making and presentation purposes. Works with building code officials to assist in the review of development proposals and site plans for conformance with codes, plans, and regulations.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; and attends meetings, seminars, training sessions, and local and planning conferences, as appropriate.

Assists with preparation of the City Comprehensive Plan to include strategies for capital investments. Works with the Finance Director/ CFO to provide cost/benefit studies, financial analysis and other analysis that support capital planning.

Assists in resolving citizen and customer issues. Interacts with the public, City departments, and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Accurately, promptly, and diplomatically responds to requests for information. Communicates verbally and in writing with the public, outside agencies, coworkers, and other City personnel, providing accurate technical information and recommendations. Must communicate information between applicable parties strategically, using good judgment and discretion for effective and efficient execution of duties.

Operates a business-issued computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in city planning, zoning, or related field with minimum three years of professional-level experience in project management, planning, zoning or closely related field to be proficient in the essential functions of the job; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid South Carolina Driver's License.

Specific Knowledge, Skills, or Abilities: Extensive knowledge of planning programs and processes; ability to research and familiarize with zoning laws, etc. Must be able to demonstrate proficiency in performance of the essential functions. Knowledge of functions, programs, and services provided by a city organization; municipal management, administrative and operational functions, policies, procedures, organizational structure, interdepartmental relationships, and budgetary practices; principles and practices of contract preparation, negotiation, conflict resolution and public administration; and laws, ordinances and other requirements governing contractual agreements related to management of consultant contracts.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a supervisor/coordinator, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating performance.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information, such as schedules, work orders, billing invoices, etc.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include

counting, recording of counts, and basic measuring.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically may involve some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, unsafe structures, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

The City of Orangeburg is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.