



OPAL N. BALDWIN  
MAYOR

TOWN OF RAVENEL  
5962 HWY 165, SUITE 100  
RAVENEL, SC 29470  
OFFICE: (843)889-8732  
FAX: (843)889-8727

### COUNCIL MEMBERS

R.L. COCHRAN 889-8980  
H.T. DUKES, JR 810-2087  
C. INABINETT, JR 889-8302  
L. PARKER 769-4924  
S. TUMBLESTON 832-1300  
W. WATERS 514-3452

Town of Ravenel, SC  
Job Description, July 2019

### Planning and Zoning Director

The Planning and Zoning Director will oversee the administration of the Town's Zoning Ordinance regulating the use and development of land within the Town. The position reports to the Mayor.

#### General Job Functions

Administers the interpretation and enforcement of the Ravenel Zoning Ordinance, ensuring compliance with state and local laws and regulations.

Reviews proposed planned developments, site plans, and subdivision plans for compliance with the Zoning Ordinance.

Oversees the zoning enforcement process including requests for Ordinance amendments, rezonings, map updates, signage, special exception requests, administrative appeals, annexations, etc.

Attends meetings, provides technical support and prepares reports for the Planning and Zoning Commission and the Board of Appeals.

Prepares reports and makes presentations to Town Council, public and neighborhood groups and the media. Prepares legal notices for newspaper circulation.

Reviews and evaluates the impact of development proposals on infrastructure, traffic, parking, safety, drainage and identifies environmental issues.

Issues Zoning Permits, sign permits and other permits, as required.

Oversees the development and maintenance of the Town's Comprehensive Plan and prepares updates for public hearings to guide the Town's direction for the future.

Works with the Mayor to prepare agendas for Town Council, Planning and Zoning Commission and Board of Appeals and to prepare notices and letters as necessary.

Work with the Code Inspector to investigate complaints and ordinance violations and determine future actions.

Assist the public and answers inquiries regarding zoning, ordinances, policies and procedures.

Performs other related duties as assigned.

#### MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Planning, Public Administration or related field supplemented by a minimum of three years of experience in a job-related field or an equivalent combination of education, training and

experience that provides a thorough knowledge of the duties, skills and abilities to perform in the capacity of town planner.

Submit resumes and application to:

Town of Ravenel

5962 Highway 165, Suite 100

Ravenel, SC 29470.

Deadline for submittal of application is August 15, 2019. For information, please call the Town of Ravenel at (843) 889-8732.



# Town of Ravenel

5962 Highway 165, Suite 100 Ravenel, SC 29470 843-889-8732

## Employment Application (please print)

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone: ( ) E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_