



POSITION OPEN

**PLANNING & DEVELOPMENT DEPARTMENT
PLANNING AND DEVELOPMENT ASSISTANT**

Job Posting Date – July 5, 2024

The City of Conway is accepting applications for the position of Planning and Development Assistant. This position is responsible for performing routine to moderately complex clerical work associated with the operation of the Planning and Development Department as well as the Community Appearance Board, Planning Commission and Board of Zoning Appeals. Prepares board agendas, meeting packages, large mailings, meeting minutes and other related job duties as required. The work is performed under the general supervision of the Planning and Development Director. The City offers a great work environment and benefit package including South Carolina Public Employee Benefit Authority health and retirement.

Employe benefits link: <https://cms1files.revize.com/conway/2023%20Employee%20Benefits.pdf>

Minimum Education and Experience: Associate degree in business administration or related field, a minimum of three years' experience or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a driver's license valid in the state of South Carolina and SC Notary Public.

Entry level pay for this position is \$39,833.00.

Interested persons should apply to Lynn S. Smith, Human Resources Director at PO Box 1075 Conway, SC 29528 or applications@conwaysc.gov. Applications may be downloaded from the City's website at www.conwaysc.gov or obtained from Human Resources at 223 Main Street, Conway, SC or the SC Department of Employment & Workforce Center located at 200-A Victory Lane Conway, SC. This position will remain open until filled.

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