

TAYLOR COUNTY, GEORGIA

TAYLOR COUNTY BOARD OF COMMISSIONERS

JOB OPENING:

TAYLOR COUNTY PLANNING & ZONING ASSISTANT ADMINISTRATOR AND CODE ENFORCER

THIS POSITION IS A FULL TIME POSITION WITH BENEFITS.

THE ASSISTANT ADMINISTRATOR AND CODE ENFORCER WILL WORK WITH THE DIRECTOR OF PLANNING & ZONING FOR ADMINISTERING THE COUNTY'S BUILDING INSPECTION PROGRAMS IN ORDER TO ENSURE COMPLIANCE WITH RELEVANT CONSTRUCTION AND COUNTY CODES. THIS POSITION WILL ASSIST WITH THE ADMINISTERING THE COUNTY ZONING ORDINANCE. ASSIST WITH THE PLANNING & ZONING BOARD AND SETS UP ALL MEETINGS OF THE BOARD AND TAKE MINUTES OF THEIR MEETINGS.

STRONG KNOWLEDGE OF THE GEOGRAPHY OF TAYLOR COUNTY, INCLUDING ROADS, STREETS, AND SUBDIVISIONS. THE CANDIDATES SHOULD HAVE SKILLS IN INTERPRETING BLUEPRINTS AND MAPS; EXCELLENT ORGANIZATIONAL AND FOLLOW-THROUGH SKILLS; EXCELLENT ORAL AND WRITTEN COMMUNICATION SKILLS; A STRONG COMPUTER BACKGROUND. WILL BE REQUIRED TO LEARN ALL TAYLOR COUNTY ZONING AREAS, PLANNING AND ZONING PRINCIPLES, TECHNIQUES AND PRACTICES. MUST BE ABLE TO HANDLE A HIGH LEVEL OF STRESS PRODUCED BY THIS POSITION. WILL BE REQUIRED TO ATTEND TRAINING IN PLANNING & ZONING ADMINISTRATION, CODE ENFORCEMENT, AND BUILDING CODES OFFERED BY THE STATE OF GEORGIA. RELATED EXPERIENCE AND/OR MANAGEMENT IS PREFERRED **BUT NOT REQUIRED**. SERIOUS INQUIRES ONLY. SALARY NEGOTIABLE. PLEASE CALL AND MAKE AN APPOINTMENT WITH THE COUNTY MANAGER OR ASSISTANT COUNTY MANAGER AT 478/862-3336 FROM 8:00 AM UNTIL 5:00 PM M-F TO RECEIVE AN APPLICATION. ALL QUALIFIED AND INTERESTED APPLICANTS SHOULD SUBMIT A RESUME WITH THE JOB APPLICATION TO THE ASSISTANT COUNTY MANAGER. DIRECTIONS OR AN EMAIL ADDRESS WILL BE PROVIDED UPON CALLING. PLEASE CALL TO OBTAIN CONFIRMATION OF COUNTY RECEIPT OF ANY EMAILED SUBMISSIONS. SERIOUS INQUIRES ONLY. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATIONS OF THE POSITION WILL BE CONTACTED FOR AN INTERVIEW.

TAYLOR COUNTY COMMISSION IS A DRUG-FREE WORKPLACE AND EOE