

COUNTY OF NEWBERRY
Department of Human Resources
Courthouse Annex, 1309 College Street
Post Office Box 156
Newberry, SC 29108

VACANCY ANNOUNCEMENT

DIVISION: Building and Planning

JOB LOCATION: 1512 Martin Street, Newberry SC 29108

POSITION: Zoning Administrator

HOURS WORKED PER WEEK: Regular Full-time, 40 hours per week

SALARY: \$44,500-\$60,000

CONTACT PERSON: Katherine Cook, Director of Human Resources (803) 321-2100

DATE POSTED: December 9, 2020

CLOSING DATE: This position will remain open until filled.

POSITION DESCRIPTION: Position reports to the Director of Building and Planning/County Building Official. Responsibilities include administering, interpreting, and enforcing the County's ordinances pertaining to zoning, subdivision regulations, flood damage prevention (FEMA), and erosion and sediment control; also develops, updates, and administers the County's comprehensive plan. The selected candidate must obtain and keep current all required certifications, including but not limited to that of code enforcement officer. Position involves issuing summonses, appearing in court, regular local travel pertaining to site visits/inspections. Must prepare for, attend, and actively participate in evening meetings of the board of zoning appeals, planning commission, and county council.

MINIMUM TRAINING AND EXPERIENCE: A bachelor's degree in a related field and 3-5 years of relevant experience are strongly desired. Position requires particularly strong reading comprehension skills and the ability to reason logically using both situational facts and regulatory requirements. Basic proficiency in mathematics is a necessity. Must be able to convey regulatory direction and rationale to citizen-users and board members alike through consistent, thorough communication. Written and verbal communication are considered equally important. Job requires administrative determinations made through the extensive use of/reference to local ordinance language, maps, tables, charts, and the County's geographic information system (GIS). Proficient keyboarding/typing and the regular use of Microsoft Office software (Word, PowerPoint, and Excel) are required. Position requires administrative decision-making skills as well long-term and short-term planning abilities. Must possess a valid South Carolina driver's license.

GENERAL INSTRUCTIONS: Newberry County employment applications may be obtained by visiting www.newberrycounty.net, or by contacting the Human Resources Office at the Newberry County Courthouse Annex, which is located at 1309 College Street in Newberry, SC. While interested persons may submit resumes, a resume will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degrees, or specialized training will be expected to provide official documentation as part of the hiring process. Newberry County conducts background checks and tests for the use of illegal substances.

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND NEWBERRY COUNTY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COUNTY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PAPER, CREATE ANY CONTRACT OF EMPLOYMENT.