

JOB SUMMARY

This position is responsible for managing the building and zoning developments within the city.

MAJOR DUTIES

- Informs public of zoning and business license ordinances via phone, email, and office visits.
- Informs the public of building codes and requirements and development requirements in the absence of the building inspector.
- Distributes, reviews, and processes permit applications.
- Distributes, reviews, and processes business license applications; processes and reviews renewals.
- Distributes, reviews, and processes sign permit and zoning applications.
- Serves as secretary to planning commission.
- Serves as secretary to tree board.
- Informs and administers tree ordinances.
- Coordinates pre-development meetings for commercial developments.
- Supervises building inspector.
- Assists and supervises main street program and code enforcement.
- Informs the public of development and subdivision regulations.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of zoning ordinances and any legal updates.
- Knowledge of business license ordinances.
- Knowledge of building codes and development codes.
- Knowledge of sign ordinances.
- Knowledge of re-zoning process.
- Knowledge of report writing.
- Knowledge of main street program requirements and code enforcement.
- Knowledge of development and subdivision regulations.
- Skill in preparing agendas and taking minutes.
- Skill in organization.
- Skill in computer operation.
- Skill in oral and written communications.
- Skill in time management.

City of Sylvester is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with

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disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

To Apply: Email resume and application to tanita.norris@yahoo.com or mail to 101 N. Main St. Sylvester, Ga. 31791