



Town of Mooresville

Recruitment Announcement

March 24, 2009

Position: **Zoning Administrator**

Department: **Planning**

Salary Range: **\$35,964-\$56,245**

Application Deadline: **April 8, 2009**

Description:

An employee in this position reviews potential zoning, Town codes and State minimum housing violations, makes site visits and gathers data, handles communication with property owners and negotiates corrections and/or initiates compliance action, coordinates with the police and other departments as appropriate, and provides zoning and code interpretation and information to citizens. Work required preparing cases for the Board of Adjustment.

Minimum Requirements:

Graduation from college with a four-year degree in planning, public administration or related field; or an equivalent combination of education and experience.

Hours:

8:30 AM – 5 PM Monday-Friday

Other Information:

Work requires considerable public contact, often in sensitive or emotional situations, requiring thorough knowledge of the zoning, subdivision codes and State minimum housing standards, judgment, and ability to be firm and tactful. Must be able to explain, listen, and respond accordingly relevant to the situation and ordinance.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer