

## City Clerk/ Zoning Administrator

### Job description

An employee in this class performs current and long-range community planning, zoning administration, zoning code enforcement, clerical duties to City Council and related work for the City. Work involves developing and administering zoning, subdivision and other ordinances, serving as technical advisor to the City Manager, Council, Planning Board, and other boards and commissions. Work includes performing the statutory duties of City Clerk including responsibility for safe keeping of official City documents and the City seal; preparation and compilation of agenda materials; taking minutes and doing follow-up on Council actions. Duties are performed under the administrative direction of the City Manager.

### Essential Duties and Tasks

- Performs the development and administration of zoning ordinances and assists the Planning Board and City Council in developing a comprehensive zoning and land use plans; serves as staff to the Planning Board and Board of Adjustment; drafts text amendments.
- Administers subdivision ordinances; receives preliminary maps from developers before improvements are made and submits to Planning Board and City Council for approval; advises attorney, surveyors, developers, real estate agents, appraisers, and citizens on site information and application review process.
- Administers the zoning code, land development code and related City programs.
- Issues sign and zoning permits.
- Performs plan review for zoning code compliance such as setbacks, tree and vegetation compliance.
- Responds to various questions from citizens regarding planning and zoning issues; facilitates and mediates public disputes regarding land use policies.
- Attends Council meetings; takes minutes; files records and minutes as required by laws; maintains minute books and other official documents according to State Archives requirements; maintains minute indexes; maintains ordinance, resolution and other official books; ensures on-going ordinance codification process.
- Administer oaths of office to elected and appointed officials.
- Public notice of official meetings.

### Education and Experience

Graduation from a two year college with a degree in business or office administration and considerable experience in office management work, preferably including some experience in the safekeeping and care of public records; or an equivalent combination of education and experience.

Job Type: Full-time

Salary: \$46,150.00 - \$57,688.00 per year

### Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

### Schedule:

- 8 hour shift
- Day shift

- Monday to Friday

Ability to commute/relocate:

- Hamlet, NC 28345: Reliably commute or willing to relocate with an employer-provided relocation package (Required)

Experience:

- Customer service: 1 year (Preferred)

Work Location: One location