



Planning and Inspections Administrative Support Specialist

The Town of Benson is seeking a highly motivated professional to fill the role of Planning and Inspections Administrative Support Specialist. The ideal candidate will have strong organizational skills and a proven ability to perform a variety of administrative, secretarial and office management duties. The successful candidate must be tactful, courteous, and detail oriented. This position requires significant public contact and will be under the general supervision of the Planning Director. The successful candidate will perform other related duties as required. Some evening hours will be required.

The essential functions of this position include:

- Reviews various residential building permit applications for conformance with applicable zoning and planning regulations.
- Utilizes geographic information systems for verification of zoning.
- Perform general clerical work, customer service
- Researches, analyzes, and implements current planning regulations and codes.
- Point of contact to assist the public with general planning and zoning regulation inquiries, as well as assist with zoning related applications, such as building permits, sign permits, change of use permits and other related matters.
- Provides support to the Planning Board and Board of Adjustment including preparing board packets, attending all meetings and compiling minutes of those meetings.
- Maintain and manage department plats, records, databases, forms, logs and files and update both electronic and paper copies.
- Assists Code Enforcement Officer as needed, including but not limited to conducting receiving complaints from citizens, and compiling and issuing notices of violation.
- Assists with special projects and other duties as assigned.

Knowledge, Skills, Abilities, Education & Experience General knowledge of the zoning ordinances and various environmental and municipal codes; general knowledge of legal procedures related to the enforcement of ordinances and codes; thorough knowledge of business English, spelling, and arithmetic, as well as the ability to use basic office computer programs such as Microsoft Office products, GIS, Adobe, and others; ability to read and interpret site plans and designs for compliance with appropriate ordinances and codes; ability to communicate effectively both orally and in writing; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to establish and maintain effective working relationships with contractors, public officials, associates and the general public; ability to work independently, taking initiative and assuming responsibility for successful completion of work, as well as ability to work in a team environment, when necessary.

Desired qualifications: Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in geography, planning, public administration, or related field and moderate planning experience including land development and two years of experience in planning and/or zoning.

Salary and benefits: The salary range for the position is **\$38,705 - \$59,993**, and benefits include paid participation in the North Carolina State Health Plan, paid dental, vision and life insurance, 5% 401(K) contribution, 12 paid holidays and 2-weeks paid-time off per year, and an abundant wellness program that includes incentives. The anticipated hiring range is \$38,705 - \$47,500, depending on qualifications.

This position is open until filled. Applicants must submit a Town of Benson Application and resume. The Town of Benson application can be picked up at Town Hall or printed from the Town's website: <http://www.townofbenson.com/2201/Employment>. **Applications and resumes must be mailed to P.O. Box 69, Benson, NC 27504-0069, hand delivered to 303 East Church Street, Benson, NC 27504 or emailed to Scott Tart, Town of Benson Human Resources Director, at start@townofbenson.com.**

The Town of Benson is an equal opportunity employer.