

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	8/29/2017	Department:	Zoning 3439
Title/(Status)/Job Code:	Zoning Clerk - 1032	Reports To:	Zoning Supervisor
Pay Grade/Salary Range:	PG-107 \$29,478.45 - \$45,691.60	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

POSITION PURPOSE & OBJECTIVES:

A highly skilled clerical and technical position responsible for providing administrative support for the Planning & Zoning Department, Planning & Zoning Commission, and Board of Adjustment.

ESSENTIAL JOB FUNCTIONS:

Receives, reviews, verifies and coordinates applications from the general public concerning zoning requirements and regulations. Answers questions and provides information pertaining to the applicability and enforcement of zoning codes and ordinances.

Maintains records and reports required by the Planning & Zoning Commission and the Board of Adjustment. Schedules and attends meetings conducted by the Planning & Zoning Committee and Board of Adjustment. Records transactions of each meeting and prepare records, reports or recommendations for the Board of County Commissioners.

Receives zoning complaints and coordinates action with Enforcement Officials. Assists and advises the general public, contractors, land developers, etc. in matters to insure compliance with zoning codes and ordinances.

Responds productively to change and performs all other related tasks as required and as directed.

This is a *Disaster Essential* position.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge & Skills:

Knowledge of the zoning codes and ordinances in effect for Highlands County. Knowledge of procedures for official conduct of meetings and boards. A general knowledge of office equipment and procedures. Knowledge of the geographical area of Highlands County. Ability to deal with the general public, contractors, builders, developers, etc. on a daily basis. Ability to communicate effectively, orally and in writing. Ability to understand and enforce codes, ordinances or other regulations pertaining to planning and zoning functions. Skill in the area of effective public relations. A minimum typing speed of 45 correct words per minute. Skill and familiarity with the use of office machines including computers, facsimiles, copiers, calculators, etc.

Physical Abilities:

Use of both hands with dexterity. Use of near vision. Ability to communicate orally with distinction. Ability to hear co-workers, the general public and telephone callers' voices. Ability to sit at work station for continuous periods of up to four hours. Ability to operate a motor vehicle for up to four hours continuously.

SUPERVISORY RESPONSIBILITY:

As assigned.

WORKING CONDITIONS:

Continuous indoor work in an office environment.

MINIMUM QUALIFICATIONS:

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Three years' experience with planning and zoning related work. A comparable amount of training or experience may be substituted. Must possess a valid Florida Drivers License while employed.

SUCCESS FACTORS:

The individual filling this position should be very self-directed and capable of independent decision-making. This person should also enjoy extensive contact with the general public.