

## **Zoning Officer/Town Clerk**

The Town of Madison is seeking qualified, energetic, motivated applicants for the position of Zoning Officer/Town Clerk. An employee in this class must be able to multi-task as they will serve as the key administrative support for the Town Manager, Mayor, Board of Aldermen and Building Inspector. Duties will include attending Board of Aldermen meetings and preparing minutes, agenda packets, public notices, attesting documents, maintaining and ensuring appointment of various Boards and Committees and serving as the official custodian of all public records. Duties will also include issuing permits, scheduling inspections, responding to and addressing nuisance, code and zoning violations, processing Special Use Permits, Variances, Appeals, Rezoning Applications, Text Amendments, Certificate of Appropriateness as well as preparing Agenda Packets, serving as secretary, making recommendations and attending Board of Adjustment & Planning Board Meetings, as scheduled. Further, employee will be responsible for answering phone, fielding questions and dealing with the public on a daily basis. Preferred applicant should have a working knowledge of Local Government Procedures, North Carolina General Statutes, Open Meetings Law, Public Records Law and ability to understand and interpret Town Code and Unified Development Ordinances. Desired applicant must have excellent communication skills, organizational skills, ability to work occasional after hours, strong customer service skills and possess a determined mindset. Priority will be given to applicants who are designated as a Certified Zoning Official and/or Certified Municipal Clerk. Valid High School Diploma or equivalent and driver's license required. Candidate must be acceptable through both a background check and drug screen. Starting salary 49K, depending on qualifications with a competitive benefits package including insurance, retirement, 401K, paid holidays and vacation. To apply, please send resume to Amy Roberts, Town Manager at [aroberts@townofmadison.org](mailto:aroberts@townofmadison.org). EEO, Position open until filled.