

City of Gaffney



Job Posting: Zoning Administrator/Grants Coordinator

Salary and Benefits:

- Salary based on qualifications and applicable certifications
- Excellent benefit package includes paid medical, dental, vision, life insurance, twelve (12) paid holidays, PTO accrual, Retirement enrollment, and more.

Essential job functions include:

- Review site plans and other documents for zoning and code compliance
- Administer and enforce zoning ordinance, land development regulations, and local ordinances as necessary.
- Assist in revisions of zoning ordinances and policies. Gather, interpret, and prepare data for studies, reports, and presentations as needed.
- Provide technical assistance to Planning Commission, Board of Zoning Appeals and Architectural Review Board. Prepares agenda, attends meeting, and ensures compliance with the FOIA.
- Research public and private grant opportunities, prepare and submit the applications, and administer all documents relating to the awarded grants by deadlines required.

Desired Qualifications:

- College degree preferred, supplemented with additional training in various types of inspections, construction or related areas, and
- Two (2) years of experience in administrative services or closely related fields; or
- Any equivalent combination of education and experience
- Valid Driver's License or ability to obtain by DOH

Application package must include the following: Application, resume, and cover letter.

An application may be obtained at Gaffney City Hall, Second Floor
201 N. Limestone Street, Gaffney, SC 29340

Or <http://getintogaffney.com/employment-application-form>

Application package must be submitted by December 15, 2017

Submission may be made in person to City Hall –Attn: Human Resources

or via mail to P.O. Box 2109 Gaffney, SC 29342

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER