

Franklin County Commissioners



January 7, 2011

JOB POSTING

FRANKLIN COUNTY AREA PLANNING AND BUILDING DEPARTMENT

Franklin County Area Plan & Building Department has a combined vacancy for
Executive Director/Building Inspector.

If interested, please send resume to Franklin County Board of Commissioners, no later
than February 1, 2011.

Franklin County Board of Commissioners

REQUIREMENTS: EXECUTIVE DIRECTOR

- High school diploma or GED and a minimum of three years of experience in building construction and/or related trades, or equivalent combination of education and experience; Bachelor Degree in Urban-Regional Planning or related area preferred;
- Thorough knowledge of and ability to make practical application of Department policies and procedures, and state and County ordinances regarding zoning, subdivision control, drainage/flood control, residential and commercial building codes, and land development;
- Thorough knowledge of county topography, including roads, wetlands, subdivisions and drainage, erosion control, and ability to read and interpret detailed prints, specifications, property legal descriptions, plat maps and aerials;
- Ability to supervise and direct assigned personnel, including interviewing, hiring, training, scheduling and making work assignments, evaluating, providing corrective instruction and/or terminating as necessary;
- Ability to prepare and administer Department budget and make related arithmetic calculations;
- Ability to effectively communicate orally and in writing with co-workers, other County departments, Plan Commission, BZA, various boards, regulating agencies, developers/contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
- Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports and properly operate office equipment, including typewriter, copier, and telephone;
- Ability to physically perform assigned duties, including sitting for long periods, driving to/ from various property sites, standing/walking for long periods, bending, reaching, crouching/ kneeling, crawling, walking on uneven terrain, close and far vision, and lifting/carrying objects weighing under 25 pounds;
- Ability to prepare and make public speaking presentations and provide expert testimony in legal proceedings;
- Ability to work alone and with others in a team environment, and work on several tasks at the same time, often under time pressure;
- Ability to occasionally work extended hours, regularly work evening hours, and regularly travel out of town for meetings, sometimes overnight.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and demonstrated safe driving record.

REQUIREMENTS: BUILDING INSPECTOR

High school diploma or GED; Associate Degree in building construction technologies, various building trades, or related area preferred;

Thorough knowledge of and ability to make practical application of state and local building codes, including International Mechanical, Building, and Fire Codes, National Electrical Code, Uniform Plumbing Code, and IRC One- and Two-Family Dwelling Code;

Ability to read and interpret detailed prints, specifications and maps, and make arithmetic calculations;

Ability to effectively communicate orally and in writing with co-workers, other County departments, property owners/developers, contractors and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;

Ability to work alone with minimum supervision, and work on several tasks at the same time, often under time pressure;

Ability to occasionally provide expert testimony in legal proceedings as required;

Ability to physically perform essential duties of the position, including standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing less than 25

pounds, crouching/kneeling, bending at waist, crawling in crawl spaces, reaching, handling/ grasping objects, close vision and climbing ladders;

Ability to occasionally work evening hours and occasionally travel out of town for training, sometimes overnight.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and demonstrated safe driving record.