



### **Notice of Employment Opportunity**

Scott County is seeking qualified applicants for the vacant position of a full-time **Director of Community Development/Community Development Inspector**.

#### **Key Responsibilities**

- Provide general supervision of Scott County Board of Supervisors' office of Community Development, including the training of any subordinate personnel
- Responsible for inspection, enforcement, and recommendations regarding properties and development within the County as it relates to any current or future adopted developmental regulations
- Maintain record of all community development related activity
- Provide proper notice to property owners as required for any actions related to community development activity
- Prepare and submit reports to the County Administrator and/or Board of Supervisors regarding departmental activity
- Ensure all applications are submitted correctly and any associated fees are paid, as applicable
- Ensure all requirements of permitting and related community development processes are met prior to the issuance of any certificate of occupancy or release for utilities for each property
- Assignment of E-911 addresses for new locations within the County
- Coordination with other County offices, as well as external offices including but not limited to the State Department of Health
- Communicate with property owners and contractors regarding specific requirements for developments within the County
- Other responsibilities as assigned

#### **Core Competencies**

- Honesty and integrity
- Time management
- Excellent organizational skills
- The ability to work independently and alongside individuals of varying backgrounds from each department of the County and with external entities
- The ability to utilize technology solutions such as database management tools, email, and document creation
- Strong communication skills in both written and verbal communication
- Attention to detail

#### **Preferred Qualifications**

- Knowledge of building codes and general construction
- Experience with code enforcement
- Experience with drafting of developmental regulations

### Physical Requirements

- Ability to utilize electronic screens
- Dexterity for utilizing keyboards and computer accessories, as well as writing instruments
- General physical activity related to inspection of properties
- Lifting of various amounts of weight
- Ability to legally operate a vehicle
- Sitting, standing, walking, stooping, bending, crawling, climbing, and other various physical activity related to inspection of properties

All applicants interested in this position should provide a copy of their résumé to the attention of the County Administrator at the Scott County Board of Supervisors offices, located at 100 E. Main Street, Forest, MS 39074. Résumés may be emailed to [info@scottcountymiss.gov](mailto:info@scottcountymiss.gov).

NOTICE: Scott County Board of Supervisors is an equal employment opportunity employer, a drug-free workplace which includes a drug screening program, and participates in the Department of Homeland Security's E-Verify program.