

JOB POSTING

Position Title	Assistant Administrator for Zoning/Solid Waste/ESDA
Department	Regional Planning/Zoning/Solid Waste/ESDA
Shift	Full time – 37.5 hours a week
Salary	To be determined based upon experience
Brief Job Description	Under the general supervision of the Administrator of Regional Planning/Zoning/ESDA/ Solid Waste Management, the assistant administrator is responsible for assisting in the administration of the zoning ordinance, subdivision ordinance, comprehensive plan and zoning maps along with helping to coordinate the office in meeting requirements; administers functions of Emergency Management to prevent, minimize, repair, and alleviate injury and damage resulting from any natural or technological cause; provide field inspections for building projects, both residential and commercial.
Education Requirements	High School diploma or equivalent required. Associate degree or Bachelor of Science degree preferred.
Additional Comments	Minimum of two years of skill, knowledge, or comparable experience relevant to Regional Planning/ Zoning/ ESDA/ Solid Waste Management
Instructions for Applying	Please send application or resume to: Livingston County Human Resources 112 W. Madison Street Pontiac, IL 61764
Application Deadline	April 17, 2020