THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479

EMPLOYMENT OPPORTUNITIES

Development Technician

(Internal Applicants Only)

Your Career, Your Community

As a Development Technician in the City of Salisbury, you can make a difference! This position provides you the opportunity to join a highly motivated, customer-focused team. The City of Salisbury is seeking dedicated and collaborative candidates who will perform technical and administrative work in the processing and preparation of site plan review and issuing development permits. Main duties include but are not limited to: serving as board secretary to various boards and commissions, conducting the receipt, intake, and processing of all plan review and permit applications and documents; front office administration routing calls and addressing customer inquiries; processing financial transactions and deposits; and coordinating inspection requests, meter settings and various other activities with the Salisbury Rowan Utilities System Maintenance. Join our team for a rewarding career that includes many benefits such as: 401K, Wellness Clinic, Insurance, Annual and Sick leave and more.

Minimum Requirements:

- Bachelor's degree with concentration in public administration, planning, geography or a related field, or equivalent combination of education and experience
- Must have a valid NC Driver's License
- Excellent customer service and interpersonal skills
- Possession of or ability to obtain Zoning Official Certification

Closing Date: December 12, 2016
Salary range: $29,563.84 - $38,432.98

Please apply online at www.salisburync.gov/hr
For questions please call/visit:
City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704) 638-5217.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

The City of Salisbury is a Drug Free Workplace
Job Opportunities Hotline: (704) 638-5355