

VACANCY ANNOUNCEMENT & APPLICATION REQUIREMENTS

SLAUGHTERVILLE TOWN HALL
10701 US 77
LEXINGTON, OK 73051

POSITION: Planning and Development Administrator

SALARY: Negotiable based on experience (\$38,000-\$42,000 plus benefits) with annual evaluations

THIS IS A FULL TIME POSITION

WHERE TO APPLY: Slaughterville Town Hall, 10701 US 77, Slaughterville, OK. (For additional information refer to the “How to Apply” section)

OPEN: October 17, 2018

CLOSE: December 3, 2018

DESCRIPTION OF DUTIES

The Planning and Development Administrator works under the general direction of the Town Administrator and provides support to the Town Board of Trustees, Planning and Zoning Commission, Board of Adjustment and Floodplain Board. The Administrator is responsible for insuring the Town’s Comprehensive Plan and Code of Ordinances are followed with relation to land use, land development and code enforcement. The Administrator is responsible for reviewing rezoning, use permitted on review, variance, subdivision and zoning compliance permit applications, and insuring the timely processing of applications and hearing of requests which are reviewed by various Boards and the Town Board of Trustees. The Administrator is also responsible for enforcing various codes and ordinances related to the health, safety and welfare of citizens; making recommendations for updating ordinances.

The Administrator will review zoning compliance permit applications, examine and inspect construction sites to ensure compliance with zoning ordinance regulations. Duties include assuring that all permit application requirements are met; assuring compliance with DEQ guidelines concerning sewage disposal systems, assuring compliance with the Floodplain Ordinance and all other Town Ordinances, responding to and investigating code violations, investigate complaints filed with the town, check construction sites, placement of manufactured homes, and assuring compliance with applicable zoning ordinances.

Other tasks include but are not limited to creating monthly reports, working with and attending Planning and Zoning Commission, Board of Adjustment and/or Board of Trustee meetings as needed, periodically checking the area for non-permitted building sites, and working with County, State, and Federal agencies.

BASIC REQUIREMENTS

Candidate must be able to communicate effectively both orally and in writing and must be tactful and considerate. Effective telephone skills are necessary. Candidate must also have experience in working with personal computers and be able to effectively create, store, retrieve, manipulate, transfer, and print information using Microsoft Word and Excel. Experience in municipal planning, development, and/or code enforcement is preferred.

The successful candidate must be able to familiarize himself/herself with local ordinances to effectively enforce those regulations. Candidate must possess a valid Oklahoma Driver's License. Candidate must be able to read maps and locate property sites based on legal descriptions.

OTHER SIGNIFICANT FACTS

PHYSICAL DEMANDS: Work requires some physical exertion of walking, standing, and carrying of light items such as paper, books, and camera. Work requires driving to and from development sites, walking around said sites, bending and stooping. Work requires being outdoors as well as driving and walking in various weather conditions.

WORK ENVIRONMENT: Work is typically in the Town Hall office, vehicle and on development sites. A vehicle is not typically provided but is necessary for the job, with mileage reimbursement.

BASIS OF RATING

Applicants will be rated on the extent and quality of their experience described in the application and the completeness of their statements.

HOW TO APPLY

Carefully read the qualifications required. If you feel you meet the qualifications, follow the specific instructions below:

A written application that contains the required information reflected on Attachment #1 MUST be submitted for the vacancy. Application must be typed or printed clearly in blue or black ink.

IF YOUR APPLICATION PACKAGE DOES NOT PROVIDE ALL INFORMATION REQUESTED, YOU MAY LOSE CONSIDERATION FOR THE JOB. APPLICATIONS MUST BE RECEIVED OR POSTMARKED ON OR BEFORE THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS AND SUPPORTING DOCUMENTS BECOME THE PROPERTY OF THE TOWN OF SLAUGHTERVILLE AND WILL NOT BE RETURNED.

Complete the following by the closing date of this announcement and submit to SLAUGHTERVILLE TOWN HALL, 10701 US 77, LEXINGTON, OK 73051; or by email marshblair@svilleok.org.

Written application MUST contain ALL the required information on Attachment #1.

CITIZENSHIP

Applicant must be a United States citizen. If hired, proof of U.S. citizenship is required. Acceptable proof is an original Social Security Number Card (other than a card stating it is not valid for employment), a certified birth certificate, passport, or naturalization papers.

CREDIT FOR UNPAID OR VOLUNTEER EXPERIENCE

Credit will be given for unpaid experience or volunteer work such as community, cultural, social service and professional association activities on the same basis as paid experience. To receive proper credit, you must show the actual time such as number of hours per week spent in such activities.

THE TOWN OF SLAUGHTERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

DRUG FREE PROGRAM – MAY BE TESTED

ATTACHMENT 1

Qualification determinations will be made solely on the information provided in the application. Failure to provide all the required information may result in your losing consideration for employment.

Here is what your written application must contain

PERSONAL INFORMATION

- Full name, mailing address (*with ZIP Code*) and day and evening phone numbers (*with area code*)
- Social Security Number
- Country of citizenship
- Drivers license number

EDUCATION

- High School
 - Name, City, and State (*ZIP Code if known*)
 - Date of Diploma or GED
- Technical or Vocational Schools
 - Name, City, and State (*ZIP Code if known*)
 - Date of attendance and courses taken
- Colleges and Universities
 - Name, City, and State (*Zip Code if known*)
 - Majors
 - Type and year of any degrees received.
 - (*If no degree, show total credits earned and indicate whether semester or quarter hours.*)

WORK EXPERIENCE

- Give the following information for your paid and nonpaid work experience related to the job for which you are applying.
(*Do not send job descriptions.*)
 - Job title
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (*month, day, and year*)
 - Hours per week
 - Salary
- Indicate if we may contact your current supervisor. If your current employment does not relate to the position being filled and not included in your application, please list the same job information as listed directly above for reference purposes.

OTHER QUALIFICATIONS

- Job-related training courses (title and year)