

Douglas County Zoning and Code Department seeks a full time Administrative Specialist who will act as the Code Specialist. Responsibilities include supporting the implementation of Douglas County's construction and zoning regulations by answering citizen questions about building permit and zoning processes.

Essential functions associated with this position include:

- Processing permit applications;
- Scheduling inspections;
- Engaging in direct and telephone contact with the public;
- Website management;
- Processing complaints;
- General office duties to include mail distribution, preparing correspondence, business transactions, data entry, and desktop publishing.

The duties of the Administrative Specialist periodically require the preparation of reports and management of the Rural Home Business permit database. The successful candidate will operate all general functions of the building codes team and assist the zoning team when needed, use GIS to create maps for County Departments or citizens, prepare Certificates of Occupancy, and assist citizens in departmental applications.

Proficiency in the use of Windows applications, bookkeeping, accounting, data entry, clerical, and administrative procedures will enhance a candidate's success. The position requires exceptional customer service and communication skills. Candidate must have good organizational, problem solving, and interpersonal skills.

Position requires an associate's degree and two years of related experience or training; or equivalent combination of education and experience.

Basic knowledge of principles of building codes or planning, land division, building construction, or hydrology and hydraulics is preferred. Current certification as a Certified Floodplain Manager will be valued.

Submit application with resume and references online at <https://www.douglascountyks.org/services/employment/job-openings>. Deadline to apply is 5pm on Thursday, June 2, 2022. EOE.