

Job Announcement

Hughes County Planning Director/Building Official

Hughes County is currently accepting applications for the position of Director of Planning and Building Official. The position is responsible for planning and coordinating County Planning and Zoning activities, reviewing and issuing zoning permits, conditional use permits and variances from planning & zoning ordinances, assisting citizens with rezoning and planning procedures for property, maintaining accurate records, providing technical and administrative assistance for development of subdivisions in Hughes County, developing land use plans for the overall growth of the county, approving and issuing building permits, inspecting building construction, enforcing all building codes, enforcing Planning and Zoning ordinances, handling nuisance complaints, assisting with property equalization, and serving as Flood Plain Manager. This is a full time position and has a full range of benefits, including health insurance, retirement and paid vacation and sick leave.

Qualifications:

Knowledge of principals, practices, purpose and scope of county planning, drainage, land use and zoning, South Dakota zoning laws, construction methods, building codes and principles, general knowledge of county government functions and state statutes affecting local government, and skill in using various computer applications. Skill in the use of GIS software is desirable.

Ability to perform complex problem solving operations, to prepare clear, concise and accurate reports, to communicate both verbally and in writing to diverse interest groups, to communicate effectively with the general public and to establish effective working relationships with other departments and employees. Must have the ability to perform manual labor, work in variable weather conditions, and work extended hours if needed.

Graduation from High School or GED Certificate is required, a Bachelors degree in planning and zoning, or a closely related degree is desirable. Experience working with computers and various programs also helpful. Experience with City, County or State Government also beneficial. Must have a valid SD Driver's License.

Closing Date: Open until filled.

Starting Salary will be \$22.52 per hour or higher in Pay Grade 18, depending on qualifications.

For an application packet including a full job description contact your local Department of Labor or Karla Pickard at 104 E Capitol Avenue, Pierre, SD 57501. Phone 605-773-7477.

Applications should be returned to: Kevin Hipple, County Manager, 104 E. Capitol Avenue, Pierre, SD 57501.

Equal Opportunity Employer