

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



## **EMPLOYMENT OPPORTUNITIES**

### ***Development & Code Service Technician, Your Career, Your Community***

As a Development & Code Service 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: March 18, 2021**

**Salary range: \$,34,223.83 - \$54,758.14**

**Please apply online at [www.salisburync.gov/hr](http://www.salisburync.gov/hr)**

For questions please call/email:

Phone: (704) 638-5217; Email: [humanresources@salisburync.gov](mailto:humanresources@salisburync.gov)

**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**