

Community Liaison

Position Summary:

The Community Liaison will work under the supervision of the Mayor in the areas of municipal code compliance, support for administrative staff, and community relations.

Job Duties:

- Addresses compliance issues with the municipal ordinances in areas of zoning, property maintenance, signs, business licenses, and related areas;
- Identifies, investigates, analyzes alleged ordinance violations;
- Makes written reports of alleged ordinance violations;
- Inspects properties for compliance with ordinances
- Facilitates community education sessions regarding municipal ordinances
- Reviews zoning compliance requests, plats, and site plans;
- Assists administrative staff with grant writing, grant management, project management, and community relations
- Updates Town website and social media regularly
- Communicates to with the community regarding Town events including by not limited to:
 - Road work areas
 - Police initiatives / checkpoints
 - Community meetings
 - Volunteer opportunities
 - Committee meetings
 - Local projects
 - Town sponsored events

Qualifications:

- Bachelor's Degree or substantial experience that will provide the knowledge, skills, and abilities to perform the duties of this position
- Strong computer, typing, and data entry skills
- Strong communication, organizational, and interpersonal skills

Pay Info:

Salary dependent on qualifications

How to Apply:

Submit a cover letter, resume, and salary requirements to:

Town of Williamston
Attn: Mayor Durham
PO Box 70
Williamston, SC 29697

Deadline:

October 15, 2016

The Town of Williamston does not discriminate in employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetic information, or veteran status.