

**DEPARTMENT HEADS AND DIVISION CHIEFS
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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No. 089-2

Title of Position Clerk Technician/Zoning Specialist

Vacancy exists in the Warwick Building Department

Salary Range \$20.00 - \$25.51

Date Posted March 29, 2016

Deadline for Applying April 11, 2016

Remarks This is a Classified/Bargaining Unit Position

Examination Weight: 60% Written & 40% Oral

Statement of Duties Under the general supervision of the Building Official will ensure compliance with Zoning Ordinance by performing the following technical duties; accept applications for Special Use Permits/Variances to Zoning Ordinance; and appeals of other City departments, prepare zoning dockets and advertisements for public hearings and any associated mailings, attending public hearings and taking and transcribing minutes as well as drafting reports for the Zoning Board, answer inquiries by telephone and in person regarding application process and procedure and current zoning and uses and regulations of property and district, reviewing building permits for ordinance compliance, interview applicants, review and evaluate home occupation permits; and perform related work as required.

Education & Experience High school diploma or general education degree (GED); with at least three years related experience and/or training or equivalent combination of education and experience. Knowledge of the City of Warwick Zoning Ordinance a plus.

Special Remarks All applicants will be subject to a background criminal check prior to employment. Negative findings may prevent applicants from being considered.

T.D.D.: 739-9150 Telecommunications for the Deaf

The City of Warwick is an Equal Opportunity Employer