



POSITION OPEN

**PLANNING DEPARTMENT
PLANNING AND BUILDING ASSISTANT**

Job Posting Date – July 17, 2018

The City of Conway is accepting applications for the position of Planning and Building Assistant. This position is responsible for performing routine to moderately complex clerical work in processing and issuing building permits, providing courteous and professional customer service at all times, clerical work associated with the operation of the Planning Department as well as the Community Appearance Board, Planning Commission and Board of Zoning Appeals, preparing board agendas, meeting packages, large mailings and meeting minutes and other related job duties as required. Work is performed under the general supervision of Planning Director and Building Official.

Minimum Education and Experience: Associate's degree in Business Administration or related field supplemented by permit technician training, a minimum of three years' experience or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a driver's license valid in the state of South Carolina and SC Notary Public.

Entry level pay for this position is \$39,466.00.

Interested persons should submit an application and resume to: Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528. Applications may be obtained from the SC Department of Employment & Workforce Center at 200A Victory Lane, Conway, SC, or downloaded from the City's website at www.cityofconway.com. Deadline to apply for this position will be Friday, July 27, 2018.

**CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE
ACTION EMPLOYER**