



**Job Title: Planning & Zoning/Code Enforcement Officer**

**Position hours:** 8:30 a.m. – 5 p.m.

**Job Duties:**

- Interprets and applies town zoning codes and ordinances
- Performs town procurement activities
- Oversees town building rentals

**Qualifications:**

- Bachelor's Degree in Planning & Zoning/Code Enforcement or related field supplemented by two years of experience, or any equivalent combination of education, training and experience which provides requisite knowledge, skills, and abilities for the job
- Possess and maintain a valid South Carolina driver's license
- Experience in Microsoft Word and Excel

**How to apply:** Submit resume/salary request to Office of Mayor, Town of Santee, Post Office Box 1220, Santee, SC 29142

**Deadline:** January 31, 2019

The Town of Santee is an EOE.