



203 ELBERT STREET – PO BOX 70 – ELBERTON, GA 30635-0070
(706) 213-3100 – cityofelberton.net

Career Opportunity

The City of Elberton is currently seeking qualified applicants for a senior-level administrative position. We offer a competitive compensation package including several fringe benefits such as Paid Vacation and Sick Leave, Paid Holidays, Group Medical and Dental Insurance, Employer Provided Life Insurance, Employer Provided Long-term Disability Insurance, and Two Retirement Plans—a defined benefit pension plan at no cost to the employee, and a defined contribution plan that matches employee voluntary contributions up to 6% of salary.

Zoning Administrator, Marshal & Inspector - This position is responsible for overseeing zoning and planning, code enforcement, and building permits and inspections. The position performs advanced technical and administrative work involving the interpretation, application, and enforcement of the City's Code of Ordinances and applicable federal, state, and local laws, codes, and regulations.

This position works directly with the public, developers, and contractors; accepts and reviews applications; issues permits; conducts inspections; and presents cases and recommendations to the Elberton Planning Commission. The position exercises considerable independent judgment and discretion, requiring a high level of technical knowledge and administrative expertise.

The minimum qualifications for this position include a high school diploma or equivalent and a valid Georgia driver's license with a safe driving record. The preferred qualifications include a bachelor's degree from an accredited college or university in management, business, administration, planning or development, or a closely related field with five years of experience in planning and zoning with a Georgia municipality.

Successful candidates are required to earn credentials through the International Code Council (ICC), Georgia Association of Code Enforcement (GACE), and the Georgia Association of Zoning Administrators (GAZA).

Please review the full job description attached.

Interested applicants may apply at www.cityofelberton.net (forms & apps) (Human Resources). Applicants are required to submit a **resume** to cchurney@cityofelberton.net when applying.

The City of Elberton is an Equal Opportunity Employer and a Drug Free Workplace.

Deadline to submit application and resume: Open until filled.

CITY OF ELBERTON

JOB DESCRIPTION

Job Title: Zoning Administrator, Marshal & Inspector

Department: Economic and Community Development

Supervisors Title: Community Development Director

Date of Revision: 12-2025

Pay Grade: 24

Position Overview

This senior-level administrative position reports to the Community Development Director and is responsible for overseeing zoning and planning, code enforcement, and building permits and inspections. The position performs advanced technical and administrative work involving the interpretation, application, and enforcement of the City's Code of Ordinances and applicable federal, state, and local laws, codes, and regulations.

The administrator works directly with the public, developers, and contractors; accepts and reviews applications; issues permits; conducts inspections; and presents cases and recommendations to the Elberton Planning Commission. The position exercises considerable independent judgment and discretion, requiring a high level of technical knowledge and administrative expertise. Responsibilities also include maintaining case files, permit records, the City zoning atlas, and other official cartographic and planning records.

Essential Duties and Responsibilities

1. Planning and Zoning Administration:

- Oversee the enforcement of all zoning, land use, and development ordinances and regulations.
- Provide updates to the Planning Commission and Historic Preservation Commission.
- Maintain and update the City zoning atlas as required by code using ESRI ArcGIS/ArcMAP software; maintain additional official maps, including city limits and ward boundaries.
- Ensure zoning, land use, and mapping data are accurate and accessible, including publication through the City's website.

2. Land Use & Building Permits

- Ensure compliance with City ordinances, state and federal regulations, and applicable professional standards.

- Interpret land use codes and related ordinances; review plans for new construction, renovations, and site development for compliance; process permit applications.
- Administer the full permitting process, including fee assessment and collection, permit issuance, inspections, and certificates of occupancy.
- Receive inspection requests and perform building, plumbing, mechanical, and electrical inspections to determine compliance with applicable laws, ordinances, and codes.

3. Code Enforcement:

- Enforce nuisance abatement regulations related to unsafe or problem dwellings, buildings, structures, and properties.
- Receive, investigate, and respond to complaints related to rubbish accumulation, abandoned vehicles, work without permits, and violations of City codes and ordinances. Issue citations for all code violations as required.
- Proactively patrol City limits to identify, document, and evaluate ordinance violations and problem areas.
- Compile and document evidence; coordinate with the Elberton Police Department to support citation issuance for local ordinance violations and assist with criminal investigations involving theft of City utilities.
- Assist with the collection of delinquent taxes, occupational licenses and permits, and alcohol licenses including preparation of correspondence and documentation.

4. Reporting and Administrative Duties:

- Prepare reports, presentations, and recommendations for the City Manager, Mayor and Council, and other stakeholders.
- Coordinate plan reviews, inspections, and enforcement actions with multiple City departments.
- Maintain accurate and detailed documentation and case files for all inspections, investigations, enforcement actions, and related activities.
- Work collaboratively with the City Attorney and department heads, including Elberton Utilities; attend meetings of the Elberton Planning Commission, Historic Preservation Commission, Downtown Development Authority, Industrial Development Authority, and Mayor and Council as required.
- Investigate damage to City property and prepare insurance claims; create and retain related case files.
- Serve as liaison to third-party representatives for City property and liability insurance, safety inspections, and regulatory compliance.

Minimum Qualifications

- High school diploma or equivalent
 - Valid Georgia driver's license with a safe driving record
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Preferred Qualifications

- Bachelor's degree from an accredited college or university in management, business administration, planning or development, or a closely related field.
 - Five (5) years of experience in planning and zoning with a Georgia municipality.
 - Experience with Geographic Information Systems (GIS), future development planning, and annexation processes.
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Knowledge, Skills, and Abilities

- Strong leadership, interpersonal, and customer service skills.
- Thorough knowledge of local zoning regulations, land use procedures, and development standards.
- Knowledge of uniform building, electrical, plumbing, mechanical, and general construction codes; familiarity with applicable local and state standards such as the International Property Maintenance Codes (IPMC)
- Ability to obtain certifications through the International Code Council (ICC), Georgia Association of Code Enforcement (GACE), and the Georgia Association of Zoning Administrators (GAZA).
- Ability to read, interpret, and evaluate blueprints, construction drawings, and development plans.
- Excellent written and verbal communication and presentation skills.
- Proficiency in Microsoft Office Suite, Adobe Suite, ESRI GIS software, and related applications.
- Ability to work independently, manage multiple priorities, meet deadlines, and complete assigned tasks accurately.
- Ability to explain, interpret, and enforce codes and regulations firmly, tactfully, and impartially.