

River Bend- Zoning Specialist. The Town of River Bend (pop. 3,100), located in Craven County, just 5 miles from New Bern, is seeking applicants for the position of Zoning Specialist to assist with hurricane recovery efforts. Duties include: review and issue requests for zoning and floodplain development permits and perform inspections thereof, generate notice of violations, provide information to citizens, produce literature and reports, process fee payment, create and maintain files and data for web site, work with FEMA reimbursements and other administrative duties. Ideal applicant will possess 3-5 years of professional clerical experience with preference given to applicants with 1-3 years of experience and certification in zoning administration, floodplain management or the ability to obtain such. Position requires high school graduation, strong written and verbal communication skills, a valid NC driver's license and experience in Word, Excel, PowerPoint, with preference given to applicants with web page design/maintenance experience, Anticipated starting salary is \$28,583, plus benefits. The town offers a competitive benefits package which includes: retirement, paid holidays, medical insurance, 401(k) and more. Apply by submitting a cover letter and completed town application (applicant may also include resume) to: Town of River Bend, Town Manager, 45 Shoreline Drive, River Bend NC 28562 or via email to manager@riverbendnc.org Position open until filled. Initial review of applications to take place on March 8, 2019, with plans to have position filled by March 29, 2019. Application available on line at www.riverbendnc.org