



JOB ANNOUNCEMENT

Zoning and Building Director

Executive/ FLSA Exempt Position with full benefits

Salary \$66,414.40, after successful 6 month orientation period may receive a 3% increase

Emery County is hiring a full-time **Zoning & Building Administrator** to manage daily planning, zoning, and building compliance. This role serves as a key advisor to County Commissioners, handles code enforcement, and helps local citizens and businesses succeed.

- **Zoning & Public Relations:** Advise county boards, prepare monthly Planning Commission agendas, post audio to the Public Notice Website, and guide citizens through subdivision and permit processes.
- **Plan Review & Permits:** Examine commercial and residential blueprints, calculate fees, and issue building permits in compliance with state and local codes.
- **Code Enforcement:** Investigate ordinance violations, resolve citizen complaints, and coordinate with outsourced building inspectors.
- **Finance & Administration:** Manage the department budget, coordinate with internal departments (Sheriff, Attorney, Road), and balance quarterly fee filings with the Clerk-Auditor.
- **Partnerships:** Collaborate with city officials and participate in training with the Utah Association of Counties (UAC) and SERDA.

Education & Experience: High school diploma (or equivalent) **PLUS** four (4) years of specialized training in commercial, industrial, and residential building methods (via technical college, university, or professional workshops); **AND** Four (4) years of responsible, related experience. **OR** *An equivalent combination of education and experience will be considered.*

Skills: Strong knowledge of local government processes, blueprint reading, budgeting, and standard computer software.

Core Abilities: Exceptional diplomacy, verbal and written communication, and cooperative problem-solving skills.

Working Conditions: Office work blended with frequent field inspections requiring walking, standing, and climbing.

Must have a valid Driver's License.

Applicants for employment may be required to undergo a drug test and basic criminal background as a condition of employment. **Must be a resident of Emery County or be willing to relocate.**

Email resume and employment application to: maryh@emery.utah.gov

Employment application can be found at emery.utah.gov or by calling 435-381-3578

Recruiting for this position ends November 6, 2026, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER