



## **“Business Specialist”**

### **City of Leon Valley**

Under the direct supervision of the Planning and Zoning Director, the Business Relations Specialist will serve primarily in the field and will fulfill the following primary objectives: Assist the business community in obtaining and maintaining compliance with all Codes and Ordinances of the City of Leon Valley, including but not limited to the City’s Zoning Code. Coordinate the City’s Business Audit Program, which includes on-going inspection of businesses within the City of Leon Valley, to ensure proper Sales Tax licensing and Certification for Occupancy. Serve as a the City’s Sanitarian, which includes the inspection of the City’s food establishments, day cares, amusement centers, and schools as necessary.

#### **Requirements:**

- Bachelor's degree from an accredited college or university with at least 30 semester hours in a basic or applied science.

#### **Preferred:**

- One to five years of experience in Code Enforcement or One to two years of experience in Health and Sanitation.
- Experience with zoning and/or code interpretation
- Economic Development Certification
- Bilingual

#### **Salary Range and Benefits:**

- \$45,000 -\$50,000
- 100% Employee Coverage for Health, Dental and Life Insurances
- Participation in the Texas Municipal Retirement System (TMRS) 6% and 2:1 match
- Possible Four day work week
- Eleven (11) paid holidays per year
- Minimum of seventeen (17) eight-hour days per year of Personal Leave
- Minimum of twelve (12) eight-hour days per year of Major Medical Leave

#### **Closing:**

All applications or resumes must be submitted to the Human Resources Office no later than 11:00 a.m. on October 8, 2018. Employment applications are available at the Leon Valley City Hall, 6400 El Verde Leon Valley Texas, 78238 or on the City’s website at [www.LeonValleyTexas.gov](http://www.LeonValleyTexas.gov). AA/EOE/ADA