

## INVITATION TO SUBMIT APPLICATIONS

For Professional Services – Public Officer

The City of Fairview, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a Public Officer. The City of Fairview is pleased to offer an excellent opportunity for a qualified professional to serve as the Public Officer (on an as needed basis, not a full time employee of the city).

Fairview City Ordinance 777 under chapter 12 of the Fairview Municipal Code establishes the Public Officer, and establishes the designated powers. The Public Officer shall be the Building Official of the city, to exercise the powers prescribed by this chapter, which powers shall be supplemental to all others held by the building official.

The following knowledge, skills and abilities are required for consideration:

1. Working knowledge of reading and interpreting building drawings and plans.
2. Ability to understand and apply engineering and technical reports.
3. Ability to conduct a hearing, prepare and preserve hearing records.
4. Basic knowledge of construction principles.
5. Basic knowledge of Robert's Rules of Order.
6. Basic knowledge of conducting building inspections with codes inspectors, structural and other engineers.
7. Basic knowledge of reading and applying building statutes and codes to building inspections.
8. Ability to prepare Orders and directives based upon records of hearing and inspections.
9. Basic knowledge of report preparation and filing of reports.
10. Working knowledge of administrative procedures and basic Court procedures.

**Compensation:**

The Board of Commissioners has established the compensation for the Public Officer position, compensation shall be a \$100 monthly stipend payable on the first pay period of each month and shall be by Direct Deposit.

**Application process:** Applications can be obtained at City Hall, 7100 City Center Way, Fairview, Tennessee.

**Deadline for applications is the close of business on March 16, 2012.**

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Fairview.