

EMPLOYMENT ADVERTISEMENT

EMPLOYMENT OPPORTUNITY: Compliance Officer

The Hampshire County Planning Office, under the authority of the Hampshire County Commission, is accepting applications for the position of **Compliance Officer**. This is a full-time position with competitive benefits and a starting salary that will be dependent on qualifications and experience. The primary focus of this role is ensuring adherence to county building ordinances, administering building permit procedures, and overseeing compliance with various county, state and federal regulations.

Key Responsibilities:

- Work with the Hampshire County Commission and Planning Commission to develop and enforce new laws, ordinances, and codes.
- Provide direction to the Planning Commission to ensure decisions conform to current and future regulations.
- Attend Hampshire County Planning Commission, Hampshire County Commission, and Board of Appeals meetings.
- Administer and enforce the County's Subdivision Ordinance, Building Code Ordinance, Floodplain Ordinance, and Historic Landmarks Preservation Ordinance.
- Oversee compliance with various ordinances including the Subdivision and Land Development Ordinance, Salvage Yard Ordinance, Adult-Oriented Ordinance, Stormwater Management Ordinance, and Telecommunications Ordinance through inspections and other forms of interaction.
- Serve as the county's Building Code Official, administering building codes adopted by Hampshire County, processing building permits, and issuing stop work orders and notices of unpermitted occupancy.
- Work closely with FEMA to ensure compliance with the National Flood Insurance Program (NFIP) and Hampshire County's Floodplain Ordinance.
- Coordinate with various departments, such as the Department of Environmental Protection, Health Department, and Department of Highways, to uphold compliance with state and federal regulations.
- Collaborate with the Office of Emergency Services during disaster situations.
- Manage the plat registry, documentation, and assist municipalities as needed.

Qualifications:

- Must be at least 18 years of age.
- A high school diploma is required; an Associate or Bachelor's degree in Land Use Planning, Urban or Regional Planning, Environmental Studies, Public Administration, or related fields is preferred. Practical experience may be considered in lieu of a degree.
- A valid driver's license in good standing.
- Strong computer skills, with fluency in Microsoft Office Suite and GIS.
- Knowledge of building permit procedures and county codes is strongly preferred.

- Certification as a WV Building Code Official and Certified Floodplain Manager (CFM) through ASFPM, or the ability to obtain these certifications, is required.
- Ability to work professionally with the public and other agencies, prioritize work demands, and maintain a clean and organized workspace.

Application Process:

Applications can be picked up at the Hampshire County Planning Office, Monday through Friday, 8:00 AM - 4:00 PM. Completed applications must be submitted in sealed envelopes to the Planning Commission (19 East Main Street, Romney, WV 26757) no later than **4 April 2025, at 4:00 PM**. Resumes can also be mailed to:

Hampshire County Planning Commission
P.O. Box 883,
Romney, WV 26757

For more information, please contact the Hampshire County Planning Office at (304) 822-7018.

Hampshire County is an Equal Opportunity Employer.

HAMPSHIRE COUNTY COMMISSION

Employment Application

APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Driver's License Number/State		Desired Salary
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted and/or charged with a felony or any theft crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references. (References may not be a relative)</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

HAMPSHIRE COUNTY COMMISSION

Employment Application

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. My signature confirms that I authorize the Sheriff or designee to complete a thorough background investigation of my past and I agree to not hold anyone liable for any information obtained during my background investigation. I understand that I am not entitled to review information obtained during a background investigation.	
Signature	Date