



# Unified Government of Cusseta-Chattahoochee County, Georgia

## Code Enforcement Officer

**Department –** Code Enforcement

**Reports to –** Director

**Does this position have any direct supervisory responsibilities?** ☒ No ☐ Yes

**If yes, please list the positions reporting to this position:**

### Essential Duties and Responsibilities:

- + Plans, directs and supervise the activities of the County's Code Enforcement Department
- + Implements department's operating policies and procedures
- + Ensures accommodation of new legislation
- + Establishes program goals and objectives
- + Prepares and administers department budget, controlling expenditures in accordance with budget appropriations as directed.
- + Enforces all aspects of the County's codes and ordinances and manages site inspections of properties and structures within the County to ensure compliance with all applicable County, State, and Federal codes and regulatory requirements.
- + Stays abreast of new codes and ordinances for amendment/adoption.
- + Administers and manages the code enforcement, code inspection, and notification processes.
- + Directs the presentation of cases at hearings, oversees the preparation of such cases from initial complaint reporting, presentation and follow through to completion.
- + Presents evidence in various legal proceedings to ensure that complete and correct information is related to all participants; provides depositions to the court.
- + Conducts appropriate research for maintaining current knowledge of new state and municipal legislation.
- + Attends various department, public, and Council meetings, and provides oral presentations as needed.
- + Handles difficult, sometimes volatile situations regarding code violations to resolve issues with property owners, tenants, and complainants.
- + Consults with others on complex problem situations and provides technical expertise;
- + Provides progress and activity reports to senior management; and assists with the revision of procedure manuals as appropriate;
- + Performs related duties as assigned

### Education and Experience:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> No experience necessary                 |
| <input type="checkbox"/> Associate's Degree             | <input checked="" type="checkbox"/> 1-2 years related experience |
| <input type="checkbox"/> Bachelor's Degree              | <input type="checkbox"/> 3-5 Years related experience            |



## Unified Government of Cusseta-Chattahoochee County, Georgia


☐ Master's Degree

☐ 6-10 Years related experience

☐ Doctoral Degree

☐ Over 10 Years experience

### Certificates, Licenses, Registrations, and Special Skills

 Obtain licenses and certificates as required

### Working Environment

 Indoor/ Outdoor

I have Read and understand this position description and agree to carry out all duties and responsibilities as stated herein.

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Name (please print)

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Signature

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Date