

## **TRIPLE S PLANNING COMMISSION**

### **JOB DESCRIPTION: Zoning Enforcement Officer (PART-TIME)**

- A. The Zoning Enforcement Officer position is a part-time hourly position 16 to 20 hours per week with an initial probationary period of six (6) months.
- B. The hourly pay rate is \$18.00 per hour.
- C. The Zoning Enforcement Officer reports directly to the Executive Director.
- D. Duties and Responsibilities:
  - 1. Perform a variety of field and office work in support of the local zoning regulations; enforce compliance with regulations and ordinances including those pertaining to zoning, land use, health and safety, and other matters of public concern.
  - 2. Receive and respond to citizen and elected official complaints and reports from other agencies and departments on alleged violations of the zoning regulations or ordinances.
  - 3. Conduct field investigations; inspect properties for violations; attempt to make contact with property owner, residence or business to resolve violations; issue notices of violation, and related documentation for zoning violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate regulations and ordinances.
  - 4. Prepare evidence in support of enforcement actions; appear and present at Code Enforcement Board meetings or in a court of law as necessary.
  - 5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding zoning violation activity to substantiate violations.
  - 6. Interpret and explain regulations and ordinances to members of the general public, contractors, business owners, residents, and other interested groups in the field, over the counter, and on the telephone.
  - 7. Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and research complaints.
  - 8. Perform other duties as assigned or required.
- E. Knowledge, Skills, Abilities
  - 1. Ability to understand and interpret regulations and ordinances.
  - 2. Knowledge of construction methods.
  - 3. Professional customer service and communication skills.
  - 4. Availability to attend night meetings, as required.
  - 5. Ability to work independently and manage caseload with minimal supervision.

6. Proficiency with Microsoft Office.

F. Minimum Requirements

1. High School Graduate or general education degree (GED); some knowledge of regulations, codes or law enforcement preferred.
2. Valid Kentucky driver's license.

G. Additional Requirements

1. Drug screening test and background check may be required.