

**POSITION TITLE:**

Code Enforcement Officer

**GENERAL PURPOSE:**

The Code Enforcement Officer is a part-time position up to 10 hrs/week will serve as the enforcement of the zoning code in the Village of Chauncey.

**SUPERVISION RECEIVED:**

Works under the supervision of the Mayor and collaboratively with the Village Administrator.

**SUPERVISION EXERCISED:**

Will not be responsible for supervising others.

**DUTIES AND RESPONSIBILITIES:**

- Enforce zoning code and other applicable land use regulations that are adopted by the Village
- Distribute, collect, review, and file all permit applications and subsequent fees.
- Approve or deny permit applications based upon laws and regulations of the Village.
- Inspect the properties to ensure compliance with the approved permit
- Inspect the village on a weekly basis for code violations, document accordingly, and issue notices via mail.
- Provide a monthly report to the Mayor outlining enforcement activities
- Works with the Fiscal Officer to prepare the annual budget for activities related to code enforcement.
- Attends Planning Commission and Board of Zoning Appeals meetings as needed.
- Ensures that assigned areas of responsibility are performed within budget.
- Network with other municipalities to determine best practices and proposes process improvements to the Planning Commission.
- Other duties assigned by the Mayor within the scope of the duties described herein.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. High School diploma, Associate's degree preferred,  
And
- B. Five years or more experience relating to government operations, customer service, accounting, business administration, and/or management,  
Or
- C. Any equivalent combination of education and experience.

Desired Knowledge, Skills, and Abilities:

- A. Understand and carry out written and verbal instructions.
- B. Communicate effectively verbally and in writing with the public, and angry or difficult customers
- C. Ability to multi-task, assign priorities, and stay organized.

- D. Ability to perform duties with minimal supervision.
- E. Knowledge of office equipment and extensive knowledge of computer programs and willingness to learn to new programs.
- F. Ability to make process improvements with consideration of cost saving measures.
- G. Ability to prepare and analyze comprehensive reports.
- H. Ability to carry out assigned projects to their completion.
- I. Ability to establish and maintain a working relationships with employees, village officials and the public.

### **SPECIAL REQUIREMENTS**

- Valid State Driver's License; with good driving record, BMV check
- Consent to full background check
- Must be bondable

### **TOOLS AND EQUIPMENT USED**

Office equipment such as scanner, copier, fax, laptop computer will be available as well as a Village vehicle to use for travel requirements.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must frequently lift and/or move up to 10 pounds.

### **WORK ENVIRONMENT**

Work is estimated to be primarily in an office with intermittent travel throughout the Village.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor Approval: \_\_\_\_\_

Appointing Authority Approval: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Revision History \_\_\_\_\_