

Code Enforcement/ Zoning Officer Job Description

Description

Performs inspections, investigations and resolves violations of City land use regulations to protect and promote public health and safety for residents.

Examples of Duties

- Receive zoning complaints from citizens, other City departments, and other public and/or private organizations by phone, mail, e-mail or at front counter in Department and process complaints.
- Prepare monthly reports regarding the number of zoning complaints received, closed, and fines generated, and detailed categorization of court case action.
- On occasional basis, will participate in coordinated enforcement sweeps of certain geographic areas with employees of other departments for a comprehensive inspection of several types of City ordinance violations.
- Inspect and enforce the requirements of the conditions imposed by the Zoning Commission, Zoning Board of Appeals, and Planning Commission.
- Assist citizens at the counter and/or the phone with more routine questions related to the Zoning Ordinance.
- Informing responsible parties of specific violations and serving notice of action required to correct violations.
- Prepares cases for legal action by gathering data supporting the facts of the case; serving notices to alleged violators, and arranging court dates.
- Attends court hearings and meets with property owners and attorneys to assure compliance with zoning codes.
- Prepares written reports of inspection results.
- Performs other related duties as assigned.

Minimum Qualifications Education and Experience:

- Two-year college or technical school degree required; Bachelor's degree in Zoning and Land Use Law, Urban Planning, Public Administration, or Real Estate preferred, and;
- One to two years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- Valid State Driver's License.
- Supplemental Information

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of All applicable state, federal and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job, including, but not limited to Microsoft applications of Word and Excel
- Customer relations and mediation techniques

- Investigative principles and practices
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Real Estate and zoning practices
- City zoning codes and regulations.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated ordinances, policies, procedures, and protocols.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence and other written materials.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Mental and Physical Abilities:

- Ability to effectively testify in court
- Ability to write clear and concise reports.
- Ability to add, subtract, multiply, and divide whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to understand legal descriptions and boundary maps of real property.
- Ability to analyze and compile technical information on zoning investigation and violations.
- Ability to establish and maintain effective working relationships with a variety of individuals.
- Ability to speak effectively before public groups and respond to questions.
- Ability to operate an automobile.
- Ability to understand and interpret zoning codes and ordinances.
- Ability to make decisions based upon code knowledge and professional judgement.
- Ability to enforce codes and ordinances and regulations tactfully and impartially in a professional manner.