



Position Description

Position Title: **Part-Time Code Enforcement Official**
Department: Administration
Classification: Non-Exempt
Issue/Update Date: 12/10/2020

Reporting Relationships

Position Reports to (Title): Village Administrator
Direct reports by Title: None
of Direct: 0
of Indirect: 0

Position Function

This position administers Village zoning and property maintenance codes, providing administrative support to the Village Administrator, Planning Commission, and Board of Zoning Appeals. Works under the direction of the Village Administrator, but must act with considerable independence using good judgment. Must be thoroughly familiar with the Village's nuisance and zoning codes.

Hours

The position is budgeted for 20 hours per week but hours are flexible. The schedule will be selected by the code enforcement official in consultation with and with the approval of the Village Administrator.

Job Responsibilities

1. Proactively review Village properties on-site to monitor property maintenance and building code infractions.
2. Assists residents, the public, applicants, developers, and their representatives with zoning inquiries, proposals, applications, and violation resolution. Directs the individual(s) to the proper procedure and/or agency/agencies for other needed permits.
3. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
4. Is responsible for the overall administration and enforcement of the property maintenance code, building code, and nuisance laws.
5. Manages the overall Zoning Certificate application and approval process.
6. Performs inspection duties to ensure property maintenance and land use is in compliance with the property maintenance, zoning, and nuisance codes.
7. Develops and maintains checklists and instruction sheets.
8. Identifies, inventories, and monitors nonconforming uses.

9. Develops recommendations regarding fee structures and forms; and may propose solutions to any problem encountered in administering the nuisance and zoning codes.
10. Presents case facts and explains decisions of the code enforcement official's office before the Planning Commission, Board of Zoning Appeals and in Mayor's Court.
11. Keeps and updates the zoning map, text, and office records up-to-date by recording all amendments and retaining all official documents; and makes copies of the zoning code available to the public.
12. Develops contacts and list of third-party sources as resource to property owners for assistance in correcting identified issues.
13. Prepares or works with the appropriate staff or offices (such as but not limited to: Police/Mayor's Court Clerk, the Asst. Clerk, Asst. Administrator/Fiscal Officer, Solicitor, and Village Administrator) to prepare, publish, post, send and/or deliver public notices for meetings and hearings.
14. Works cooperatively with the Hamilton County Building Inspections and Permit Department.
15. Submits a monthly report detailing property inspections and code enforcement and status.
16. Performs other duties as may be specified by the nuisance/zoning code.
17. Keeps an inventory of violations including dated photographs and/or other evidence
18. Testifies, as necessary, at public and judicial hearings including the Planning Commission, Board of Zoning Appeals and the Golf Manor Mayor's Court or other Court proceedings.
19. Attends Executive Committee and Council meetings quarterly to advise on program strategies and accomplishments to ensure transparency and improvement communication.
20. Administers and follows procedures and policies established for the office.
21. Accepts other responsibilities as may be directed by the Village Administrator.

Ability to:

- Demonstrate logical thought and decision-making processes in reading and interpreting legal documents, ordinances and other pertinent documents related to property maintenance and zoning administration, such as construction plans, site plans, and property plats.
- Ability to write with clarity to carry on basic communications with permit applicants, related governmental agencies and other offices as necessary.
- Establish and maintain cooperative working relationships with those contacted in the course of work including Village and other government officials, community groups, the general public, and the media.
- Identify and respond to issues and concerns.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Evaluate and develop improvement in operation, procedures, policies, or methods.
- Prepare clear and concise reports and develop appropriate recommendations.
- Prioritize and schedule work load appropriately.
- Work independently with little supervision.
- Meet deadlines.
- Evaluate and develop improvements in operation, procedures, policies, or methods.

Physical Requirements

Walking, sitting, standing, bending, lifting and reaching is required. Ability to proficiently use tools as needed. Must be able to function outdoors under occasional adverse weather conditions and in an office environment.

Required Skills

Occupational Technical: This position requires use of word processing and spreadsheet software applications, as well as general office equipment. Must be current on certifications required by local, State, and Federal guidelines.

Administrative: Strong administration, organization and time management skills are required.

Communication & Interpersonal: Strong writing and verbal communication skills are required along with ability to communicate effectively with residents, residential and commercial property owners, the public, and co-workers.

Leadership: Strong ability to work independently and manage time effectively.

Customer Service: Ability to support, implement, evaluate and adjust positive customer service principles as stated in the Village mission statement.

Special Licensing Requirements: Must possess and maintain a valid driver's license, pass an annual MVR check, and participate in ongoing training and certifications as required.

Description of Working Conditions

- Primary work site is located at 6450 Wiehe Road. Off-site, outdoor work is required throughout the municipality within a one-half mile footprint.
- Duties are generally performed outdoors and indoors. The employee will frequently and routinely conduct field inspections to evaluate compliance with the nuisance and zoning codes. The Village will provide the code enforcement officer with a Village vehicle for use while on duty.
- Position will function in on-site locations away from the office at approximately 80% of the weekly schedule.

Experience and/or Educational Requirements

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five plus years of increasing responsibility of managerial and/or administrative experience, preferably in a local government, code enforcement, or business setting.

Training: A high school diploma/GED or combination of training and experience.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.