

JOB DESCRIPTION

JOB TITLE: CODE COMPLIANCE OFFICER

DEPARTMENT: COMMUNITY DEVELOPMENT

GENERAL DESCRIPTION:

Technical work enforcing/investigating City codes of ordinances.

ESSENTIAL JOB FUNCTIONS:

1. Patrols the City looking for violations to the Code of Ordinances. Conducts inspections
to determine if a City Ordinance has been violated.
2. Functions as Zoning Code Officer in administering and enforcing zoning codes. Reviews applications for building permits to assure that the structure is within the provisions of the Zoning Ordinance.
3. Responds to a wide variety of calls and complaints involving possible violations of City Ordinances. Provides information to the public concerning ordinances.
4. Resolves violations through voluntary compliance or, when not possible, sets in motion the criminal justice process. Testifies in court concerning cases.
5. Conducts research to develop data and information on possible violations.
6. Keeps records and makes reports of activities and cases filed or forwarded for filing.
7. Inputs, accesses, retrieves information from a computer.
8. Treats the public and other employees in a respectful and courteous manner.
9. Adheres to safe work practices and follows safety policies and rules.
10. Complies with all Personnel Policies and Department regulations.

(These essential job functions are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Code of Ordinances of the City.
- Knowledge of the Department's rules, regulations, policies and procedures as well as relevant training programs and content.
- Knowledge of the geography of the City, proximate incorporated areas and the City's road network.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to enforce ordinances with firmness, tact and impartiality and to deal courteously with the general public.

- Ability to keep records and make reports from such records.
- Ability to input, access, and retrieve data from a computer.

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EDUCATION AND EXPERIENCE:

- High school graduation or possession of an acceptable equivalency diploma.

A college degree in Public Administration or related field is preferred.
Two (2) years experience in dealing with the public, preferably in a position in a governmental agency.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Georgia Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Ability to operate a computer.
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing.
- Walking
- Standing
- Bending
- Stooping
- Driving

ENVIRONMENTAL CONDITIONS:

- Works inside
- Works outside in various weather conditions with: slippery and uneven surfaces, heights (up to 10 feet), some stressful situations

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

9-97

APPROVED: _____
NAME TITLE DATE