

## **POSITION DESCRIPTION**

Title: Code Enforcement Officer

Department: Planning and Zoning

Job Analysis: January 2013, February 2015, February 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Planning Director, County Administrator

Subordinate staff: None

Internal contacts: Planner, Planning Technician, Office Manager, Building Official, Highway Department Section Heads and Staff

External contacts: General Public, Developers, Builders

Status: Classified/Exempt ~~(EC-07)~~ (EC-08)

### **Job Summary**

The Code Enforcement Officer coordinates enforcement of County Zoning Ordinance, Historic District Regulations and various other County regulations as appropriate. This position requires significant amounts of research relating to violations which may include researching and analyzing property tax records, land deeds, business licenses, building permits, planning approvals and various other public records.

### **Job Domains**

1. Responsible with enforcement of County Zoning Ordinance, Subdivision Regulations, Historic District Regulations and various other County regulations as appropriate.
2. Responsible for maintaining files and records of any and all enforcement cases and maintain relevant databases.
3. Primary point of contact for violations and complaints.
4. Work on special projects related to the Baldwin County Comprehensive Plan, area land use plans and similar studies/plans including but not limited to transportation, parks & recreation and utilities.
5. Assist Planning Director and County Administrator on other projects as needed.

### **Knowledge, Skills and Abilities**

1. Ability to communicate effectively.
2. Knowledge and ability to use computers and software related to job (word processing, spreadsheets, GIS).
3. Ability to prepare plans, studies, reports and correspondence.
4. Knowledge of inspection, investigative and violation correction techniques.
5. Ability to analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.
6. Ability to handle high stress situations and effectively deal with difficult, angry or threatening people and situations.
7. Knowledge of applicable local and state regulations relating to various land use, nuisance and public safety codes.
8. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
9. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
10. Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps and aerial photographs.

### **Other Characteristics**

1. Willing to work non-standard hours as necessary.

### **Minimum Qualifications**

1. Three to five (3-5) years of experience in local, state or federal government planning, zoning, community development, housing or building inspections, law enforcement or related field.
2. Possess a valid driver's license.