

## **Staff Report**

**Subject:** Approval and publication of a new job description for Development Services

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Meeting Date:** March 21, 2023.

**Item Description:** Approval and publication of a new job description for Development Services.

### **Summary Recommendation:**

Staff is requesting authorization to approve and publish a new job description for Development Services.

### **Executive Summary/Background**

*Senior Code Enforcement Officer:* the purpose of this position is to perform a variety of high level technical, and interpersonal duties in support of the County's local code enforcement program; monitor and enforce all applicable ordinances, codes and regulations related to zoning, land use, building codes, nuisance conditions, environmental, solid waste management, and other matters of public concern; and serve as a resource to provide information on County regulations to property owners, residents, businesses, the general public, and other County departments and divisions; and to act in the capacity of Field Supervisor to all other Code Enforcement Officers, and to advise Staff, Administration, and Elected Officials on ordinance enforcement, violations, and field personnel as requested.

This will be a promotion in title for our current Code Enforcement Officer, Mr. Greg Hood, who has been with the County since September 2012, and Code Enforcement since August 2019. Mr. Hood also worked for Effingham County Sheriff's Office as a SRO for two years before joining the Board of Commissioners.

### **Alternatives for Commission to Consider**

1. Approve the job description; authorize publication and distribution.
2. Disapprove the job description and provide guidance to staff.

**Recommended Alternative:** Staff recommends Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager, Development Services, and Human Resources.

**Funding Source:** No impact on the current FY budget as there is vacancy savings.

**Attachment:** Senior Code Enforcement Officer Job Description