



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: July 14th, 2025

TOPIC Approval of Job Descriptions for Senior Code Enforcement Officer and Code Enforcement Officer

BACKGROUND BRIEF:

The Police Department is requesting Village Council approval of updated job descriptions for the positions of Senior Code Enforcement Officer and Code Enforcement Officer. These revisions are necessary to reflect the current operational needs of the department, incorporate modern enforcement practices, and clarify responsibilities, qualifications, and supervisory structure.

There are no previously approved or formally adopted job descriptions on record for these positions.

FINANCIAL IMPACT:

No immediate fiscal impact. These job descriptions align with current staffing and budgeted positions.

RECOMMENDED MOTION:

Administration recommends that Village Council approve the updated job descriptions for the positions of Senior Code Enforcement Officer and Code Enforcement Officer, as presented.