



## **Job Description**

### ***Code Administrator/Planner 1***

Part Time Contract  
Pay Range \$20-\$30 per hour

Code Administrator performs a variety of technical functions in support of the City's local code enforcement program, including but not limited to monitoring and enforcing a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, and other matters of public concern. This position is a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions. Work is performed with considerable independence with established laws, codes, ordinances, and technical guidelines, and is reviewed by the City Manager.

Planner I provides case management for a wide range of planning applications including zoning, variances, site development plans, and other related permits. The Planner 1 performs research and analysis of applicable local, state, and federal ordinances, and laws. The Planner 1 also provides customer service to a variety of customers including residents of the City, property owners, developers, real estate professionals, and others.

#### Essential Duties and Responsibilities

- Performs a variety of field and office work in support of the City's local code enforcement program; enforces compliance with City regulations and ordinances, including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, and other matters of public concern.
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interviews complainants and witnesses; conducts investigations and provides recommendations for resolution.
- Conducts field investigations, inspects properties for violations; attempts to make contact at the residence or business to resolve violations and issues; posts warning notices, corrective notices, orders to comply, and related documentation for code violations; schedules and performs all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions to ensure compliance with appropriate codes and ordinances; issues notice of violation as necessary.
- Consult with property owners to show where violations are present and enforce compliance.
- May assist in researching, drafting, and rewriting municipal codes; participate in developing forms and processes to address various issues.
- Performs such other related duties as may be assigned.

- Conducts review of various development applications including plats, permits, site plans, and rezoning.
- Administers and enforces zoning and planning regulations and ordinances.
- Works with the public and developers in answering questions and providing information.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Knowledge of pertinent federal, state, and local laws, rules, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, animal control, and related areas
- Procedures involved in the enforcement of codes and regulations.

#### **Skills in:**

- Communicating clearly and effectively, both orally and in writing
- Interpreting and applying City policies, procedures, and regulations
- Methods and techniques of conflict resolution
- Research, collection, and interpretation of data

#### **Ability to:**

- Perform duties under minimal supervision.
- Perform municipal code administration duties and responsibilities; interpret, explain, and enforce applicable codes, ordinances, and regulations related to zoning, nuisance abatement, building, and other health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Investigate complaints and mediate resolutions in a timely and courteous manner.
- Prepare accurate and detailed documentation of investigation findings.
- Analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions.
- Comprehend and articulate complex facts and relationships in detail and summarize and write clearly, concisely, and legibly.
- Maintain complex files and records.
- Learn new skills and techniques.
- Must be able to keep sensitive information confidential.
- Identify and respond to community and City Council issues, concerns, and needs.
- Establish and maintain effective working relationships with City staff and officials, other government officials, community groups, and the general public.
- Interpret building plans, sketches, specifications, and drawings.

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS**

Primarily in an outdoor environment with the ability to operate indoors when needed. May be exposed to extreme heat and cold during summer and winter months.

**TOOLS AND EQUIPMENT USED**

Uses standard office equipment, including multi-line telephone, computer, fax machine, document shredder, copier, scanner, printer, etc.

**PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

- High school diploma or equivalent.