

JOB DESCRIPTION

JOB TITLE: PART-TIME CODE ENFORCEMENT OFFICER (20+ HOURS PER WEEK)

CLASSIFICATION: HOURLY

SUPERVISOR: CITY MANAGER AND CITY SECRETARY

GENERAL PURPOSE:

The Code Enforcement Officer will have responsibility for ensuring that the Woodcreek Code of Ordinances, Hays County laws and Texas State regulations are maintained in the City of Woodcreek. This will be accomplished by enforcing city ordinances and investigating and resolving violations. The Officer will perform a variety of code enforcement duties such as: writing and delivering citations, obtaining and providing information regarding ordinances, resolving violations, maintaining records, assisting the general public, appearing in Municipal Court, obtaining necessary information from other cities and interfacing with other city employees and citizens. They will enforce all ordinances consistently.

SKILLS AND ABILITY REQUIREMENTS:

- Must have skill in interpreting and applying statutes, ordinances, codes, and regulations.
- Must know traffic laws.
- Must be able to deal tactfully and courteously with citizens, especially angry people.
- Must be able to communicate effectively verbally and in writing.
- Must be able to work without close supervision.
- Willingness to work with local and county law enforcement agencies.
- Must maintain cooperative working relationship with co-workers.
- Demonstrate discretion and confidentiality.
- Demonstrate sensitivity to cultural and social differences.
- Must maintain accurate and timely records and files for potential court cases.
- Must be able to operate standard office equipment including a PC and its software.

QUALIFICATIONS:

- High School Diploma or GED.
- Valid Texas Driver's License.
- Able to work in all weather conditions.
- Able to respond afterhours, including holidays and weekends, in the event of a departmental or city-wide emergency.
- Must obtain the Texas Code Enforcement Officer Certification within one (1) year of employment.
- Ability to pass a background check.

OTHER DUTIES:

- Attend and assist in city-wide events as needed.
- Other assigned duties by the City Manager and/or City Secretary