

Taylor County Board of County Commissioners

JOB TITLE: Code Enforcement Officer – Part Time

EXEMPT (Y/N):	No	UNION (Y/N):	No
Pay Grade	200		
LOCATION:	Administrative Complex	DEPARTMENT:	Code Enforcement
EMPLOYEE NAME:		SUPERVISOR:	Building Official
PREPARED BY:	Human Resources	Salary Range:	\$12.30 -\$17.83 per hour
APPROVED BY:	BCC	Edited:	08/17/17

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

SUMMARY:

Under the direction of the County Administrator, Assistant County Administrator, and Building Official, perform activities related to the administration and implementation of the County’s Code Enforcement Program. Manage field investigations involving violations of the Code of Ordinances. Collaborate with residents to achieve voluntary compliance with County Codes. When necessary, work with the County Attorney to issue infraction notices and serve as the County’s representative in Court regarding Code Enforcement issues. Schedule and present testimony in Code Enforcement Board hearings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Valid, current Florida driver’s license.
- Perform clerical and administrative duties.
- Assist in the development of goals for Enforcement Program that reflect an awareness of private property rights and evaluate effectiveness of work program to accomplish these goals.
- Receive complaints and prioritize magnitude of issues.
- Log in and track complaints.
- Research and make determination of appropriate current codes to address complaints.
- Prepare appropriate compliance letters.
- Work closely with population to achieve voluntary compliance, following due process procedures.
- Perform follow-up inspections.
- Communicate regularly and work closely with related departments including Fire, Building, Planning, Sheriff, and Public Works to determine appropriate responsibility for complaints.
- Maintain computerized records and establish sufficient background information to proceed with legal action if necessary.
- Attend seminars and meetings and maintain current knowledge of code requirements and related County ordinances.
- Prepare and give testimony in courtroom proceedings and Code Enforcement Board hearings.
- Maintains compliance at County Boat Ramps
- Collects Boat Ramp Fees
- Assist County Staff at County Boat Ramps
- Issue Boat Ramp Citations
- Perform related work as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION AND/OR EXPERIENCE:

High School diploma or GED. Graduation from an accredited college or university with an Associates' Degree with course work in law enforcement, administration, management, and/or planning and development is preferred. Experience may be substituted on a year-by-year basis.

OTHER SKILLS AND ABILITIES:

- Knowledge of office practices and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to use computer programs such as Word, Excel, Outlook, etc.
- Ability to complete assigned clerical tasks readily and to adhere to prescribed departmental procedures.
- Ability to make decisions in accordance with applicable laws, regulation and policies.
- Ability to receive public with considerable poise, tact, patience and courtesy.
- Knowledge of County zoning codes, flood control ordinance, subdivision ordinances, comprehensive growth plans and building codes.
- Ability to read and interpret maps, plats and technical material.

LICENSES:

Valid current Florida driver's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ Required to sit; use hands to finger, handle, or feel; talk and hear.
- ◆ Walking at site inspections for extended periods.
- ◆ Must be able to lift, stoop and carry objects.
- ◆ Seeing to perform inspections.
- ◆ Hearing and speaking to exchange information.
- ◆ Working on ladders.

WORK ENVIRONMENT:

Indoor and outdoor work environment; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work.