

Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to Zoning and code enforcement issues and actions.

Provides information to persons who request information or assistance in code enforcement related matters.

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.

Coordinates efforts with the police and fire, planning, building and related departments, the prosecuting attorney, and other staff or agencies, as needed. Performs related duties as assigned.

Works with Planning Commission, Board of Zoning Appeals and Architectural Review Board of prepare for all meetings and attend meetings as needed.

Research, submit applications and administer grants for the City of Geneva as necessary.

PERIPHERAL DUTIES

Administers the zoning permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides guidance regarding applicable codes within area of responsibility to interested parties.

Assists the City Solicitor of appeals as needed, and providing required information.

Performs other duties as prescribed by the City Manager or their designee.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a high school or GED equivalent, and
- (B) Two years' experience related to inspection, law enforcement, building inspection, land use, public administration or a related field, or
- (C) Two (2) years of experience in zoning administration, code enforcement, general construction, engineering, maintenance & related fields, or
- (D) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various

land use, nuisance and public safety codes; working knowledge of inspection techniques;

(B) Thorough knowledge of the following Codes, Zoning, Rental Housing, Exterior Property Maintenance, Safety Sanitation & Health, and National flood insurance Program and skill in applying knowledge of national uniform building codes, zoning and land use applications.

(C) Skill in operating the listed tools and equipment;

(D) Ability to prepare, organize and maintain inspection field data, reports and systems; Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner; Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS

A valid state driver's license, or ability to obtain one by start of employment. Ability to comprehend and enforce code requirements.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; calculator; portable radio; phone; ladder; tape measure.

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various buildings, yards, and apartment sites.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral

vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference check and background checks. Other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____
(Indicates the employee was given a copy of the job description.)

Supervisor: _____ Date: _____