

JOB DESCRIPTION

JOB TITLE: Code Enforcement Administrator

Date: July, 2024

Department: Code Enforcement
Reports To: Mayor
Positions Supervised: None

O.T. Status: Hourly Non-Exempt
Subject to Drug Testing: Yes

INTENT

To provide an executive summary of the essential duties and responsibilities performed by employees in this position. Employees may be required or assigned other related activities, projects, or tasks in addition to those specifically presented in this description. The qualifications are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL SUMMARY

Under the direction of the Mayor, the employee is responsible for assisting with Code Enforcement, Zoning and Unified Development Ordinance compliance along with administrative support on behalf of the City of Greendale, Mayor, and the Public in compliance with the City of Greendale Municipal Code of Ordinances, MS4 Stormwater Quality Management Plan and other local, state and federal laws. Providing customer service, record management, and miscellaneous clerical tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review submitted zoning permit applications and variance requests for accuracy/completeness and assist applicants with completing proper forms and collection of related documentation as required by Code.
- Conduct field inspections to evaluate existing and newly reported zoning violations as well as monitor existing code enforcement cases with field notes logged for case history.
- Maintain accurate records of inspections, violations, and enforcement actions.
- Prepare code enforcement case files for city legal counsel and represent the city, testifying, in court cases.
- Review and analyze plat plans to ensure compliance with local zoning regulations and standards.
- Utilize GIS (Geographical Information Systems) software and tools to store, manage, and analyze data.
- Attend, record minutes, and maintain scheduling for meetings of the Board of Zoning Appeals and Planning Commission.
- Perform general clerical duties for the city and utilities, such as answering and directing phone calls, responding to voicemails, emails, and in-person inquiries by directing them to the appropriate city or utility staff.
- Provide general customer service to city residents, businesses, contractors, and other agencies providing services for the city.

- Electronic filing, scanning, data entry, and general organization of filing systems.
- Assist with implementation, coordination, and maintenance of Federal MS4 (Municipal Separate Storm Water Sewer System) Program.
- Provide general assistance to the Mayor and other City Leadership.
- Execute supplemental responsibilities as assigned by City Leadership.

QUALIFICATIONS

A successful employee must have the ability to read and understand city code of ordinances, must possess good written and verbal communication skills, time management and organizational skills, the ability to multi-task, working knowledge of modern office technology, and computer software programs. Must possess the ability to utilize Microsoft Office Suite (Word, Excel, Outlook to create and edit documents and spreadsheets. Ability to read and understand construction plans, engineering plans, building plans, and land plats. Valid driver's license.

The following are requirements:

High School Diploma or equivalent. Possess a valid Indiana driver’s license and demonstrated safe driving record. Minimum one year experience with Microsoft Word, Excel, and Outlook or equivalent education. Must be at least 18 years of age.

The following are preferences:

An Associate degree in a related field, administrative experience, Microsoft Outlook experience, working knowledge of practices in government and law, and general work order processes. State of Indiana Notary.

PHYSICAL REQUIREMENTS

The physical activity expected in this position is standing, walking, bending, sitting, stooping, and crouching. Performing repetitive movements such as writing and typing. Must be physically, mentally, and psychologically able to perform all required duties. Position requires finger and limb dexterity.

Reasonable accommodations may be able to be made to enable individuals with disabilities to perform these job functions.

WORK ENVIRONMENT

Work is performed in a busy office setting with multiple interactions with co-workers and the public.

EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Code Enforcement Administrator describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Employee	Date	Supervisor	Date
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