

CODE ENFORCEMENT OFFICER

NATURE OF WORK

Position requires technical knowledge of codes, ordinances and government operational processes. Must have extensive computer skills to include city web page design/development and maintenance. Serves as staff coordinator for the Lynn Haven City Commission appointed Code Enforcement Board. Work is performed under the general supervision of the Police Chief or his designee.

EXAMPLES OF DUTIES

Perform duties of the code enforcement function by acting as an authorized agent for the City whose duty is to ensure code compliance with the City's codes and ordinances. Respond to citizen complaints and locate violations of the Lynn Haven Code of Ordinances. Take appropriate actions set forth in the code to rectify said violations. Position serves as staff coordinator for the Code Enforcement Board Meetings, conducts administrative hearings before the board, subpoenas alleged violators and witnesses, subpoenas evidence to its hearings, takes testimony under oath and prepares administrative orders. Is responsible for the design/development and upkeep of the city web page. Performs other duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Ability to deal tactfully and firmly with the public. Have a thorough knowledge of all the City of Lynn Haven Codes and Ordinances as well as Florida State Statutes. Possess the ability to act appropriately to remedy any violations. Considerable computer knowledge and skills.

Training and Experience

Graduation from a standard high school or G.E.D. Advanced education in the creation and maintenance of a computer web page. Effective written and oral communication experience a plus.

Special Requirements

Valid Florida Driver's License

CLASSIFICATION: Administrative - Code Enforcement - FLSA Exempt

PAY GRADE: 123

Revised 11/2002