



CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES:

CLASSIFICATION	J
RANGE	\$32,772 - \$51,244
FLSA	NON-EXEMPT

Performs the inspections, enforcement and administrative, duties of the Planning and Zoning Division of the Community Development Department. Investigates complaints, assists property owners with zoning regulations, identifies zoning violations and prepares notices, conducts research, completes special projects and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This position is professional in nature, providing resources and knowledge to both internal and external audiences, including policy-making bodies. This position will have high public exposure and will be a public representative of the County during the normal course of work. This position is non-supervisory. Work is performed under the general supervision of the Planning Manager/Zoning Administrator.

Success in this position requires the ability to effectively interact with a diverse community, apply complex code requirements to varied situations, navigate conflict and seeks positive solutions. An ideal candidate would be articulate, resourceful, patient and detail oriented.

EXAMPLES OF WORK *(Illustrative Only):*

Investigates complaints regarding zoning violations of the Botetourt County Zoning Ordinance.

Performs site plan compliance inspections.

Conducts field investigations of potential violations, gathers evidence, and issues warnings or citations for code violations; performs follow-up inspections.

Responds to requests for information or assistance, to include meets with residents, developers, and business owners to review violations and developing solutions to achieve compliance with zoning regulations.

Prepares and maintains a variety of legal documents, reports and records to include case files and reports. Updates information in a community development tracking program/database.

Coordinates efforts with other departments to ensure appropriate action.

Provides direct assistance to the County Attorney related to prosecution of code enforcement cases by appearing as a witness in legal actions and providing documented evidence.

Attends public meetings; may draft new ordinances; may provide information at Board of Supervisors meetings.

Conducts research and completes special projects as requested.

Assists in the development of studies, projects, analyses, plans, ordinances, and recommendations concerning the short and long range development of the County; assists in the update of such plans, studies, and other planning documents as assigned.

Develops applicable planning databases; responsible for maintenance as required.

Assists in reviewing and processing rezoning, special use, subdivision, site plan, and other permit applications for adherence to County plans and ordinances; prepares applicable staff comments and recommendations; assists with enforcement of Zoning Ordinance.

Reviews development plans and assists applicants, engineers, and developers regarding compliance with County ordinances and plans. Prepares County comments for transmittal to architects, engineers, developers, landowners.

Attends public hearings, meetings, and work sessions as required. Attends seminars and conferences to remain current in the field of professional planning and zoning, including those applicable to code enforcement.

Presents assigned projects and reports, and provides technical support and guidance to the County Planning Commission and Board of Supervisors.

Field work and monthly evening meetings required. Some night or weekend inspections may be required as scheduled. Attendance also at evening work sessions as scheduled.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of relevant local and state codes and legal processes; ability to effectively read and interpret site plans, conceptual plans, and subdivision plats; ability to systematically compile and analyze technical and diverse statistical information and prepare reports, plans, ordinances, and other planning documents; ability to prepare and present technical information clearly to lay groups and the public; ability to establish and maintain effective working relationships with professional colleagues, employees, representatives of other public agencies, and the public, and work as a team member; ability to communicate effectively with others, both orally and in writing. Possession of and the ability to maintain a current driver's license valid in the Commonwealth of Virginia and a good driving record.

ACCEPTABLE EDUCATION AND EXPERIENCE:

High school graduate and two (2) years experience in planning, zoning, code enforcement, land use regulations, including considerable public contact, preferably in an enforcement capacity; or any equivalent combination of acceptable education and experience that provides the required knowledge, skills and abilities to perform job duties.

A four (4) year Bachelor's degree from an accredited college or university in urban and/or regional planning or a closely related field is preferred. Knowledge of the principals and practices of professional planning and zoning; effective ordinance interpretation and implementation; some knowledge of economics, political science, sociology, and municipal finance as applied to professional planning; considerable knowledge of requirements for land use development, engineering practices, and applicable procedures and VAZO, CZO certifications preferred.