

**POSITION TITLE: CODE ENFORCEMENT OFFICER**

**DEPARTMENT: PLANNING**

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Planning Director

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

None

**DIRECT:** 0

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for ensuring that zoning ordinances are adhered to and enforced.

**JOB RESPONSIBILITIES**

- Investigates housing (occupancy) complaints
- Enforces off-street parking regulations
- Enforces inoperable vehicle violations
- Investigates compliance of all zoning code regulations
- Investigates weed complaints
- Documents violations
- Prepares reports, letters to violators
- Updates logs, files and charts
- Handles citizen complaints
- Cover office duties, as needed
- Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS**

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

**REQUIRED SKILL SETS****Occupational/Technical Skills**

Knowledge of City zoning and other ordinances

Experienced/background in law enforcement practice and procedure related to code enforcement

Knowledge of Microsoft Word and Access software

Must maintain a valid Ohio driver's license and have the ability to drive

**Administrative Skills**

Ability to set goals and develop strategies and schedules for meeting them

Ability to anticipate problems and develop alternative strategies for goal completion

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Ability to use a computer or other electronic means to keep dates/times calendared

Knowledge of modern office equipment

**Cognitive Skills**

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to perform standard business arithmetic, including percentages and decimals

Ability to research, compile and summarize a variety of informational and statistical data and materials

Knowledge of methods and techniques of statistical analysis

Ability to develop original, unusual, successful approaches

Ability to create and readily draw on a large pool of diverse sources of information

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Ability to work alone for extended time frames

**Communications Skills**

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to prepare clear and concise reports, correspondence and other written materials

Ability to create and maintain excellent working relationships with other city departments

**Interpersonal Skills**

Ability to use tact and discretion

Ability to deal courteously and diplomatically with the general public

Ability to arrive at constructive solutions while maintaining positive working relationships

**Leadership Skills**

Ability to take charge and initiate actions

Ability to monitor progress and exercise control

**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed outdoors and includes extensive contact with City citizens and the general public.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Two-year college certificate or equivalent; one to three years of experience in investigation, law enforcement or fact finding; valid Ohio Driver's license; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed 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. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.