

CODE ENFORCEMENT OFFICER

PLANNING and ZONING

POCOMOKE CITY, MD

Pocomoke City is seeking a part-time Code Enforcement Officer to conduct inspections for property maintenance and zoning related violations and pursue remedial actions for compliance. This individual shall process and issue code violation notices, zoning and building applications and may issue permits. This position reports to the Planning Director.

Position responsibilities will also include:

- Organizing material, writing reports/letters and communicating well with residents, property owners and other professionals.
- Informing violators of findings and recommending corrective measures to bring properties into compliance.
- Issuing citations and fines for municipal infractions.
- Maintaining records of inspections; preparing and serving violation notices.
- Re-inspecting properties to determine compliance with notices and may initiate court action and testify in court or other hearings as an expert witness.
- Preparing violation and other related correspondence and reports.
- Entering information collected into a computer using custom code enforcement software.
- Gaining compliance with City Codes through education and enforcement.

Please send a resume or complete an on-line application and submit to: Jeff Gleason, Human Resources Director, P.O. Box 29, Pocomoke City, MD 21851

POCOMOKE CITY is an EQUAL OPPORTUNITY EMPLOYER