



CLASSIFICATION	8
RANGE	35,753 – 53,630
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	30 DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

Code Enforcement Officer I

Job Summary: *(General summary/objective)*

The Code Enforcement Officer performs the inspections and the enforcement and administrative duties of the Planning and Zoning Division of the Community Development Department. The incumbent investigates complaints; assists property owners with zoning regulations; identifies zoning violations and prepares notices; conducts research and completes special projects. This position provides 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. Field work and monthly evening meetings may be required. Some evening and/or weekend site compliance inspections or work sessions may be required as scheduled.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of the County.
- 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.
- Assists with enforcement of Zoning Ordinance.
- Investigates complaints regarding zoning violations of the Botetourt County Zoning Ordinance.
- Conducts field investigations of potential violations, gathers evidence, and issues warnings or citations for code violations. Performs related follow-up inspections.
- Responds to requests for information or assistance, including meeting 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 hearings, meetings, and work sessions as required; may draft new ordinances.
- Attends seminars and conferences to remain current in the field of professional planning and zoning, including those applicable to code enforcement.
- Conducts research, completes special projects and other duties as requested.
- Other duties as required.

Job Requirements:

- High School Diploma or GED equivalent required. Bachelor's degree from an accredited college or university in urban and/or regional planning or a closely related field is preferred.
- 2 years of 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.
- VAZO, CZO certifications preferred upon hire, required after 12 months in position.

- Must have considerable knowledge of: requirements for land use development; engineering practices and applicable procedures; principals and practices of professional planning and zoning; effective ordinance interpretation and implementation; and relevant local and state codes and legal processes.
- Knowledge of economics, political science, sociology, and municipal finance as applied to professional planning preferred.
- Ability to effectively read and interpret site plans, conceptual plans, and subdivision plans
- Ability to establish and maintain effective working relationships with professional colleagues, employees, representatives of other public agencies, the public, and other team members.
- Must have excellent oral and written communication skills and the ability to effectively interact with a diverse community.
- Ability to apply complex code requirements to varied situations, navigate conflict and seek positive solutions in a manner that is articulate, resourceful, patient and detail oriented.

Physical Demands/Special Work Environment:

- Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading and data input.
- Worker must able to remain at work station in a stationary position for up to 50% of the time.
- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with County employees.
- The person in this position frequently communicates and exchanges information with professional colleagues, representatives of other public agencies, the public, and other team members.
- Must be able to exchange accurate information in these situations.
- Frequently works in outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.
- The person in this position frequently moves or traverses uneven terrain, active construction sites, and wet, snow or ice covered surfaces.

Reports to: Director of Community Development

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants for employment.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date