



JOB DESCRIPTION – TOWN OF KURE BEACH

| IDENTIFYING INFORMATION | |
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| Job Title | Code Enforcement Officer |
| Department | Department of Development and Compliance |
| Hiring Authority | Director of Development and Compliance |
| Reports to (supervisor) | Director of Development and Compliance |
| FMLA Status (Exempt/non) | Non-Exempt |
| Classification (FT/PT/Temp) | FT |
| Work Schedule | 9am-5pm M-F |
| Salary Band | 14 |
| Salary Band Range | \$50,178.44 to \$80,285.40 / midpoint \$65,231.92 |
| Effective Date | July 1, 2024 |

| GENERAL OVERVIEW |
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| <p>An employee in this class is responsible for providing code enforcement and administrative assistance to the Director of Development and Compliance.</p> |

| SUPERVISION |
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| <p>Directly supervised by the Director of Development and Compliance. Performance is evaluated through conference, by review of appropriate records and reports, and the accuracy and thoroughness of assigned work.</p> |

| ESSENTIAL FUNCTIONS |
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| <p>-Work involves intense public contact, data entry, organizational and multi-tasking skills, ability to prioritize, ability to problem solve. Considerable tact and courtesy are required. Initiative, independent judgment and discretion are also required.</p> <p>-Position manages the administration of code issues from discovery to compliance, which includes spending a significant amount of time maintaining and enforcing compliances processes.</p> <p>-Proactively patrol Town looking for code violations.</p> <p>-Serves as CAMA Local Permit Officer and Assistant Flood Plain Manager.</p> <p>-Reviews site plans for zoning compliance and responds to citizen complaints regarding zoning and code violations. Enforces minimum housing</p> <p>-Maintains accurate records of all department related activities, providing weekly/monthly reports</p> |

-Attends meetings/training as requested

-May serve as Administrative Assistant to the Planning and Zoning Commission, Historic Preservation Committee, and other groups; compiles packet materials; attends meetings to take minutes; prepares advertisements to comply with legal requirements, assists the Director in taking follow-up actions following meetings.

-May require afterhours and/or weekend work due to unforeseen natural disasters

ESSENTIAL FUNCTIONS (cont.)

-General office duties to include, but not limited to: Answering phones, taking notes, drafting correspondence, meeting with citizens/contractors/agents, organizing, filing, record keeping, cleaning office, and perform related duties as requested.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of standard operating practices involved in modern office operation
- Working knowledge of computer operations to include Microsoft Word and Excel, and Outlook
- Ability to communicate effectively with elected officials, members of the public, and town employees
- Ability to respond to inquiries from the public in a timely and professional manner
- Ability to create and maintain accurate records, reports, and files in support of a customer oriented operation
- Ability to establish and maintain effective work relationships
- Accuracy and attention to detail in the entry of data and compilation of records
- Skill in reading and interpreting plans and specifications
- Skill in interpretation of codes and in their application to specific situations

EDUCATION AND EXPERIENCE

- High School diploma or GED
- NC Drivers License

- College preferred/recommended
- Excellent verbal and written skills
- Experience in a work environment involving public contact
- Experience in Construction preferred/recommended

SPECIAL REQUIREMENTS/CERTIFICATIONS

- Required within 2 years: Level 1 Building Inspector, NIMS 100, 700, and 800
- Required within 3 years: Flood Plain Manager Certification, Certified Zoning Administrator

PHYSICAL/CRITICAL REQUIREMENTS

Physical Ability

- Ability to sit continuously at a computer terminal or desk space for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets. Must be able to perform medium work exerting up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Work subjects the employees to inside and outside environmental conditions; extremes in temperature; hazards associated with construction work; and may require one to work in close quarters, crawl spaces, and similar enclosed spaces.

Visual Ability

- Must possess the visual acuity for extensive reading, to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to hold conversation with other individuals in both person and over a telephone

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Nothing in this job description restricts management's right to assign or re-assign duties and responsibilities to this job at any time.

This job description does not create an employment contract, implied or otherwise.