

Part-Time Code Enforcement Official

Minimum Job Requirements:

- Ability to pass mandatory drug/alcohol screen test
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public
- Ability to read and understand City Ordinances
- Ability to take pictures of properties with violations
- Ability to print pictures
- Ability to process letters to be mailed
- Organization
- Must have reliable transportation
- Must be able to operate a computer

Under the direct supervision of the Public Works Director.