

**CITY OF MINONK  
POSITION DESCRIPTION  
PART-TIME ZONING COMPLIANCE OFFICER**

**GENERAL PURPOSE**

Performs field inspections relating to landscaping, property and other zoning-related issues, responds to complaints about possible violations of the Minonk Municipal Code, assists in enforcing the Code and preparing proposed amendments to the Code, provides staff support to the Board of Zoning and City Administrator. Excellent communication and conflict resolution skills are mandatory for this position.

**SUPERVISION RECEIVED**

Works under the general supervision of the City Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Receive and respond to complaints from the public, staff and outside agencies regarding violations of municipal codes and ordinances for nuisance, zoning, abandoned or inoperative vehicles and substandard housing conditions; document violations by securing photographs and other pertinent data.
- Initiate contact with property owners, business representatives and other parties to explain the nature of incurred violations and to encourage compliance; provide information regarding code regulations in person and via a variety of verbal and written correspondence.
- Prepare notice of violation or noncompliance and citations according to applicable codes and regulations and issue to property owners; conduct follow-up actions to ensure compliance.
- Proactively monitor the City to identify and evaluate problem areas and/or ordinance violations relating to trash, debris, high grass and/or weeds, substandard housing conditions, inoperative/parked vehicles and any other community property nuisance.
- Document inspection findings into system.
- Review and research building permit applications; issue and process permits; and inspect permitted structures for compliance.
- Prepare a variety of reports, memos and correspondences related to enforcement activities, and maintain accurate documentation and files on all investigations, inspections and enforcement actions.
- Prepare and provide documentation and evidence in support of legal actions taken by the City; appear in court as necessary and testify at hearings and in court proceedings as required.
- Conduct computer research for property ownership, legal descriptions, issuance of permits, and map guides.
- Answer questions from citizens, contractors, and builders concerning ordinance provisions and permit requirements.

## **QUALIFICATIONS**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable laws, ordinances and codes and principles and methods of enforcing varied municipal codes.
- Knowledge of streets and geographical areas in the City.
- Skilled in handling irate customers, diffusing adversarial situations, and communicating calmly in tense situations.
- Proven communication skills both orally and written, with proper English usage, spelling, punctuation and grammar.
- Basic computer skills.
- Ability to type and enter data accurately at a speed necessary for successful job performance via keyboard or mobile device.
- Ability to interpret, apply and explain codes, ordinances and regulations related to zoning, nuisance abatement, and health and safety issues.
- Ability to enforce pertinent codes, ordinances, laws and regulation with impartiality and efficiency.
- Ability to prepare clear, accurate and detailed documentation of investigation findings and manage different stages of recorded violations to ensure compliance.
- Ability to accurately read and interpret legal descriptions, maps, plats and simple plans and drawings.
- Ability to utilize good time management skills in planning and organizing daily activities, including efficient route planning of inspections.
- Ability to apply the City's customer service standards and represent the City in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns.
- Physical ability to perform essential job duties.

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent.
- Two years of previous experience in municipal/state code enforcement, residential and/or commercial building construction, building inspection, plan checking and/or enforcement of building codes is preferred, but not required.
- Must have valid State of Illinois driver's license.
- Must pass a background check and drug test.

## **WORKING CONDITIONS**

Duties performed in an office environment and in the field. Exposed to weather conditions when performing inspections. Job requires light carrying, climbing driving, stooping, kneeling and reaching while making inspections. This part time role may require irregular hours/days in an effort to make citizen contact.