

# BANKS COUNTY, GEORGIA

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CODE ENFORCEMENT DIRECTOR/OFFICIAL**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to define the responsibilities of the Code Enforcement Official/Director. The following responsibilities are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Chairman of Commissioners. Normally receives little instruction on day-to-day work and receives general instructions on new assignments.

### **SUPERVISION EXERCISED**

This position manages the Code Enforcement Department.

### **ESSENTIAL FUNCTIONS**

Provides direction, guidance, training, and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Interprets and enforces the provisions of county ordinances, such as zoning, litter, subdivision regulations, mobile/manufactured home regulations, sign regulations, and/or other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations as they apply to county code.

Consults with Chairman of County Commission, County Commission members, state/federal agencies, attorneys, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; provides advice and assistance to County Commissioners and related departments regarding code violation matters; coordinates work activities with those of other departments, property owners, law enforcement personnel, outside agencies, or others as needed.

Provides information, guidance, and technical assistance concerning code interpretation, code requirements, code compliance, land use issues, procedures, and related issues; provides technical expertise regarding interpretation and application of codes; discusses violations or problem areas with businesses, property owners or developers; recommends solutions to problems; responds to questions or complaints concerning codes or code violations.

Responds to complaints of potential code violations to investigate potential code violations, determine validity of complaints, or enforce codes; meets with parties involved and gathers information, and follow up visits as needed to gain compliance.

Conducts field inspections to identify non-compliant businesses conducting business in the County. Checks to ensure that proper licenses are in the possession of business operators and that license is displayed according to code. Directs individuals to obtain licenses and follows up to ensure compliance.

Determines compliance or non-compliance with codes; notifies appropriate parties of violations; meets with property owners/businesses to discuss violations; follows up on status of deficiencies or violations; conducts re-inspections as needed; consults with county attorney on various legal matters.

Establishes positive working relationships with representatives of businesses, community organizations, state/local agencies and associations, County Commissioners and staff and the public.

Reviews county ordinances or regulations; makes recommendations for change(s) as needed.

Assists in developing and implementing budget for area(s) of assignment.

Prepares and submits required reports, reimbursement reports, or other documentation to other agencies as appropriate.

Prepares, completes, or receives various forms, reports, correspondence, invoices, grant reports, grant reimbursement requests, ordinances, regulations, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing or other software programs.

Operates a variety of equipment and tools associated with work activities, which may include a motor vehicle, camera, camcorder, measuring devices, hand tools, radio communications equipment, telephone, printer, copier, fax machine, or calculator.

Maintains records of inspection/enforcement activities; makes photographic or video records of inspection sites.

Communicates with county management, employees, other departments, property owners, residents, developers, state/federal agencies, law enforcement personnel, school personnel, students, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings, serves on committees, and makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends workshops and training sessions as appropriate.

Ascertain and gathers facts related to applicable ordinances, codes, laws, rules, and regulations and determines and instates proper action to be taken.

Assist with business and alcohol licenses as needed.

Performs other related duties as required.

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

*This is a partial listing of necessary knowledge, skills, and abilities required to perform the job successfully. It is not an exhaustive list.*

Knowledge of municipal code enforcement methods and procedures; principles of investigation, interviewing and report writing, safe and efficient work practices related to inspections and enforcement duties; techniques of negotiation and conflict resolution.

Ability to establish and maintain effective working relationships with the public and other County departments.

Excellent oral, and written communication skills to effectively communicate across all levels of management and the public.

Ability to de-escalate situations when communicating in heightened situations or environment.

Provide outstanding customer satisfaction (internally and externally).

Willingness and ability to multi-task in high energy and fast paced work environment.

Provide detail oriented and organized work products.

Perform tasks proactively and with flexibility.

Working cooperatively and collaboratively with all levels of employees and management to maximize performance, creativity, problem solving and results.

Aptitude to deal with confidential matters tactfully and with good judgment.

Analytical skills to research, report, and troubleshoot process inefficiencies.

Able to remain calm during interactions with citizens that may become confrontational.

Ability to follow direction and work independently, with minimal supervision.

Performs general/clerical tasks, which may include posting signs for upcoming zoning meetings, filing documentation/evidence with court, answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Maintain all mechanical functions of vehicle including keeping vehicles exterior and interior in a neat and clean condition.

**KNOWLEDGE OF JOB**

Follow modern principles and practices proper techniques for conducting investigations to identify local non-compliant businesses.

Understand occupational hazards and standard safety practices in operating a motor vehicle.

Can follow policies, procedures, plans, and activities.

Ability to keep abreast of any changes in policy, methods, and operational needs.

Can effectively communicate and interact with management, employees, and members of the general public.

Have good organizational, human relations, and technical skills.

Has the ability to follow regulations, procedures, and related information.

**MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in code enforcement; supplemented by three (3) years previous experience and/or training that includes code enforcement, and public interaction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Georgia driver's license.

Must possess and maintain Peace Officers Standards Training Certification (POST).

Must submit to and maintain Rabies Vaccination(s).

Intermediate proficiency with MS Office

**PREFERRED EDUCATION AND EXPERIENCE**

Associate degree in criminal justice, planning, public or business administration, or a closely related field and 2-5 years of experience in code enforcement and government relations.

**LICENSURES AND CERTIFICATIONS**

Required: Peace Officers Standards Training Certified (POST)

Required: Complete GACP Executive Training Program, as required by law

Required: Valid Georgia Driver's License and clean driving record

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to perform in a supervisory capacity over subordinates.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**Geographic Knowledge:** Knowledge of geography of the county, including subdivisions, roads and street names.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 100 pounds.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, or animal excretions, bites and/or attacks.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.