

CITY OF CUMMING

DEPARTMENT OF PLANNING & ZONING

CODE ENFORCEMENT OFFICER

GENERAL NATURE OF WORK

This position is responsible for general administrative duties within the office of Planning and Zoning. This is a semi-technical position operating under the immediate supervision of the Director of the Planning & Zoning Department. All discretionary responsibilities lie within the guidelines set forth by the Director, including the primary responsibility of maintain control over the City Alcohol Ordinance and all of the associated administrative functions that apply.

EXAMPLES OF DUTIES

- Acts as the first point-of-contact between the general public and the Department of Planning & Zoning. This includes, but not limited to, answering and properly routing telephone calls and taking messages, greeting, speaking to and directing the general public as they enter the Department or arrive for appointments or meetings and answering questions.
- This position will be responsible for entering building permit information into the City Incode System, collecting and depositing building permit fees in to the cash drawer and maintaining building permit files.
- This position will be responsible for scheduling inspectors' appointments, including, but not limited to, taking inspection requests by telephone and routing to the appropriate inspector.
- As necessary conduct site visits in implementing and insuring compliance with the City business license program according to the Occupation and Professions Tax Ordinance.
- As necessary identify violations and when appropriate issues citations for deficiencies or other areas of non-compliance with business license regulations.
- Performs follow-up site visits to determine whether businesses are in compliance.
- As necessary observes and records businesses operating in the City of Cumming without a business license; inquires of businesses whose licenses have expired to determine if business is operating without a license or has closed and initiates appropriate action which may include the issuance of citations.
- As necessary assists other Planning & Zoning Department staff in conducting site visits, checking for compliance and when appropriate issuing citations regarding compliance with City of Cumming regulations relating to licenses and permits for commercial and residential construction projects.
- Maintains good public relations with City businesses and the general public.
- Operates a motor vehicle to conduct work activities.
- Assists with maintaining business license computer database and software program.
- Responds to all questions, concerns and queries regarding the City Alcohol Ordinance as the primary point of contact regarding this Ordinance.
- Receives, reviews and processes applications for business alcohol permits.
- Conducts regularly scheduled field audits of businesses that are required to remain compliant to the City Alcohol Ordinance.
- Responsible for enforcement of the City Alcohol Ordinance including identifying any violations and issuing citations as necessary.
- Maintains detailed reports of all inspection and enforcement activities.

- Serves as City Safety Committee Coordinator including scheduling and facilitating quarterly Safety Committee meetings.
- Performs other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Windows-based computer technology such as Microsoft Word or Word Perfect, Microsoft Excel or Lotus 123. Must be willing to be trained on City proprietary software for maintenance of business license database. Must be able to use a computer, copier, facsimile, printer, scanner and telephone.
- Ability to coordinate, direct and plan field activities as they relate to carrying out the job duties.
- Complete knowledge of the current City of Cumming Alcohol Ordinance.
- Ability to coordinate, direct and plan the field activities as they relate to carrying out the job duties.
- Skilled at positive and professional interactions with business owners, their employees and representatives, as a spokesperson of the City of Cumming.
- Exemplary attendance is required.

DESIRED EDUCATION, TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school, with a diploma or GED, or equivalency supplemented by one (1) year previous experience involving code or law enforcement. Must be Georgia POST certified, or Code certified. Basic computer proficiency is desired or ability to learn Department computer program/system. Must possess and maintain a valid, Class C Georgia Driver's License.

Minimum Physical Requirements

Must be able to exert up to 50 pounds of force occasionally and up to 25 pounds frequently. Physical demand requirements are at levels of those for medium work.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

Classification: Skilled and Technical

FSLA Status: Non-Exempt