

TOWN OF SEABROOK ISLAND

2001 Seabrook Island Road
Seabrook Island, SC 29455

Job Description: **Code Enforcement Officer**

Position Type

Full-Time (37.5 Hours Per Week) with Full Benefits

Salary

\$26.67 to \$38.67 per hour

Work Hours

Monday to Friday, 8:00 am to 4:00 pm, or as assigned

FLSA Status

Non-Exempt (Hourly)

Job Summary

Under limited supervision, the Code Enforcement officer performs a variety of duties in support of the Town's code enforcement functions. The Code Enforcement Officer interprets, monitors, and enforces a variety of applicable ordinances, codes, and regulations related to zoning, business licensing, permitting, nuisance abatement, and health and safety issues. The position is responsible for receiving and responding to inquiries, complaints, and requests for service. The position also assists with inspection and enforcement of the Town's short-term rental regulations. The Code Enforcement Officer reports to the Zoning Administrator/Chief Code Enforcement Officer.

Minimum Training & Experience

- A minimum of an associate degree is required. A bachelor's degree is preferred.
- One to three years' experience in code compliance, law enforcement, municipal government, security, zoning administration, or a related field is strongly preferred.
- Must possess a valid South Carolina Driver's License.
- Successful candidate must be self-motivated, highly organized, able to perform multiple tasks concurrently, and able to work independently and as part of a team.
- The Town reserves the right to consider any combination of relevant education and experience that demonstrates a candidate's ability to successfully perform the duties of the position.
- The successful candidate will be subject to a pre-employment criminal background check, drug screening, and employment verification.

Desirable Knowledge, Skills and Abilities

- Excellent written and oral communication skills; clear and concise communicator, whether with individual members of Town staff, or with groups including members of

the public.

- Knowledge of administrative practices and procedures.
- Knowledge of business English, spelling, grammar, and vocabulary.
- Maintains confidentiality of nonpublic information in all aspects of the job, whether information relates to people, activities, or plans.
- Exercises initiative, independent judgment, and discretion in fulfilling job duties.
- Ability to investigate alleged violations of Town ordinances.
- Ability to research, prepare, and present proper documentation in the prosecution of violations of Town ordinances before the Municipal Judge.
- Skill in understanding, interpreting, and applying zoning and building code requirements.
- Ability to exercise tact in stressful situations.
- Ability to take initiative to fulfill duties under limited supervision.

Job Duties

- Serves as a resource to the public to ensure compliance with applicable provisions of the Town Code and Development Standards Ordinance.
- Receives, investigates, and responds to public complaints, inquiries, and requests for assistance.
- Interprets and enforces Town codes and regulations fairly, consistently, and without prejudice.
- Actively patrols the community to identify potential violations of Town codes and regulations and initiates enforcement activities when necessary.
- Performs inspections to verify compliance with Town ordinances and regulations.
- Prepares correspondence and issues orders to establish compliance with Town ordinances.
- Investigates, documents, and, where necessary, testifies before the Municipal Judge concerning alleged violations of Town ordinances.
- Handles all code enforcement cases with professionalism and tact.
- Assists with the inspection and enforcement of the Town's short-term rental regulations.
- Performs other related duties as assigned or required to meet organizational needs.

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.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE TOWN OF SEABROOK ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER.

It is our goal to provide applicants and employees with equal employment opportunities in recruitment, hiring, benefits programs, training, promotion, leave practices, rates of pay, and selection for supervisory positions without regard to sex, genetic information,

age, race, color, national origin, religion, military/veteran status, or disability.