



VILLAGE OF ALLOUEZ
POSITION DESCRIPTION

POSITION TITLE: Code Enforcement Coordinator

APPROVED:

REPORTS TO: Administrator

FLSA: Non-exempt

JOB PURPOSE: This position is responsible for code enforcement, including performing field and office work to ensure compliance with municipal code.. The Coordinator will oversee the Crossing Guard Program and work closely with Animal Control.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Responsible for Code Enforcement in the Village of Allouez, conducts field inspections and special investigations to ensure compliance with various municipal ordinances

Assist in the development or revisions of current zoning ordinances

Coordinates inspections of buildings requiring joint inspection with other public agencies such as health department, building department, sheriff's department and other appropriate agencies

Assist with Zoning and Planning Administrator and Building Inspector in local zoning code violations.

Establishes and maintains necessary code violation records and files and complies monthly reports for the Village Board

Supervision and management of Crossing Guard Program

Works closely with Animal Control and CART Program

Attends meetings of municipal agencies as requested

Appears and testifies in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

POSITION QUALIFICATIONS: High School diploma or equivalent. Minimum of two years of experience in code enforcement and implementing community based public safety programs. Minimum of two years of employee supervision and management.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to review, interpret and enforce the village's zoning code. Ability to develop new or revise existing ordinances.

Knowledge of employee supervision and management. Ability to provide work direction and discipline to subordinates.

Ability to organize, schedule, prioritize and perform work with limited supervision, establish and maintain effective working relationships, communicate effectively and deal with the public, elected officials, department heads and other Village employees with courtesy and tact; process confidential information with discretion and accurately complete assignments.

SUPERVISION/DECISION MAKING: Serves as supervisor of crossing guards and is direct contact for Animal Control. Responsible for making and implementing decisions with minimal supervisor direction.

INTERACTION: Frequent contact with co-workers, subordinates, Village Board and community members. Contacts frequently involve corrections or adjustments where tact is essential to resolve the problem.