

MUNICIPAL CODE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the enforcement of various local laws and ordinances in such areas as zoning, litter, dumping, junk cars, flood control, etc. The work is carried out in accordance with established procedures and involves the investigation, documentation, issuance of violations, and various other activities related to code and ordinance enforcement. The incumbent is not normally involved in building construction or fire prevention code enforcement. Work is performed under the general supervision of a higher level employee, municipal board or official. Supervision may be exercised over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Enforces local laws and ordinances related to zoning;

Explains local laws and zoning restrictions and permit application procedures to government officials, contractors and the public;

Prepares information for the Zoning Board and the court;

Makes recommendations regarding requests for zoning and local law variances and special use permits;

Reviews plans and conducts inspections for compliance with municipal codes and local laws and ordinances governing areas such as dumps and dumping, abandoned property, junked cars, awnings and canopies, junk yards, peddlers and vendors etc.;

Issues warnings, violation notices and summonses, and testifies in court in this regard;

Keeps a variety of records concerning departmental activities;

Prepares reports on departmental activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of municipal laws, codes, and ordinances for which the incumbent has enforcement responsibility; ability to read, interpret, and enforce a variety of laws, codes, ordinances, rules and regulations related to municipal code enforcement; ability to prepare reports; ability to be firm but courteous; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of work experience which involved understanding and complying with or explaining laws, rules and regulations.

Notes:

1. Education beyond high school related to law enforcement or land use planning or control may be substituted for required work experience on a year for year basis.
2. After appointment in this class incumbents are required to complete any training which may be mandated by the New York State Department of State.

ULSTER COUNTY
4420 MUN CDE OF
Classification: Competitive
4421 MUN C O PT
Classification: Non-Competitive
OA

Adopted: July 17, 1999