

## CODE COMPLIANCE COORDINATOR

Code No: 3-09-097  
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing the code and zoning compliance process within a Town as related to proper land and property use versus structural matters. The work includes performing field inspections, preparing violation notices, court information and related documents, disseminating information on applicable segments of the zoning ordinance to the public, and maintaining related records. The employee reports directly to and works under the general direction of the Building Inspector or other senior level employee. The employee works independently in developing and applying internal procedures, but seeks supervisory guidance on sensitive issues or those requiring interpretation of policy. General supervision may be exercised over a small number of employees involved in field inspection or clerical support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Oversees and directly participates in code compliance activities within the Town Building Department;

Makes or directs others in onsite inspections resulting from complaints or general compliance activities;

Insures the preparation of inspection reports or other appropriate documentation;

Oversees the issuance of violation notices and related documents;

Prepares short narrative reports, documents, and background materials for court arraignment;

Provides information to the public and to staff members of the department on zoning department matters;

Participates in the review of proposed zoning changes;

Provides staff members with training on applicable areas of the zoning code and on new provisions of the code;

Oversees the maintenance of office records relating to code enforcement activities;

Supervises paraprofessional support staff or clerical employees in assignments related to code enforcement activities.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the methods, practices, and procedures involved in zoning, and code compliance especially as related to land and property use; working knowledge of legal procedures used in code enforcement activities; ability to supervise and plan the work of a small support staff; ability to prepare business correspondence and similar short reports; ability to work well with the public and the community on sensitive zoning and compliance matters; ability to train staff on zoning codes; ability to communicate well both orally and in writing; integrity; good

judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma; PLUS,

- (A) Five (5) years paid full-time or its part-time equivalent office clerical experience, two (2) of which shall have been in a building, zoning or community development department involving duties related to fire codes, building codes, or zoning ordinance applications; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience in responsible public contact work\*, two (2) of which shall have been in a fire department, building, zoning, or community development department involving duties related to fire codes, building codes, or zoning ordinance applications; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years experience as defined in (A) or (B), two (2) of which shall have been in a fire department, building, zoning, or community development department involving duties related to fire codes, building codes, or zoning ordinance applications; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Community Planning or Urban Studies; OR,
- (E) Possession of a current New York State Basic Code Enforcement Training Certificate indicating completion of the New York State Basic Code Enforcement Training Program.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State class \*D\* drivers license at time of appointment.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**\*NOTE:** Public contact work involves substantial face-to-face or phone communication with adults involving persuasion, teaching, negotiating, explaining, counseling, or similar activities.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: February 19, 1987  
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REVISED: July 6, 2000