

County of Rockingham, VA
Code Compliance Officer

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: 3-5 of related experience and/or training in land use law, code enforcement, or equivalent combination of education and experience

Minimum Education Requirements: High School diploma or GED

Direct Supervisor: Zoning Administrator

Primary Work Location: Various locations

Physical requirements: This is sedentary and agile work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Certification: None

Job Summary: Investigate complaints concerning possible violations of County ordinances. Collect evidence of violations and work with parties in violation to achieve compliance through cooperative efforts if possible and by legal action if necessary. Assist the Zoning Administrator in working with the public to ensure compliance with County Code requirements.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Receive, evaluate, and investigate complaints concerning possible violations. Gather and document evidence to determine if a violation exists. Notify property owners of code violations. Seek compliance through cooperation of the parties in violation, if possible, or by legal action, if necessary
- Make inspections of properties to check for compliance with conditions of rezonings, special use permits, and site plans
- Maintain case files and prepare monthly reports
- Supervise the implementation of court orders for bringing properties into compliance
- Prepare and present evidence in General District Court
- Coordinate with County Attorney and testify in Circuit Court
- Utilize a variety of electronic/digital equipment for photography, and use computer software extensively for tracking cases and creating and storing documents and records
- Assist the Zoning Administrator in answering questions from the public concerning the County's Zoning and Refuse Ordinances
- Perform related tasks as required

Knowledge

- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Spanish language fluency is preferred, but not required

Skills

- Excellent oral and written communication skills
- Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- Establish and maintain effective working relationships with public officials, business community, and citizens
- Read, analyze, and interpret technical procedures, site plans, maps, and governmental regulations
- Deal tactfully and effectively with a diverse population
- Effectively present information and respond to questions
- Prepare reports, correspondence, and procedure manuals
- Operate technical equipment, use a personal computer to enter data and prepare narrative field inspection reports and other documents
- Define problems, collect data, establish facts, and draw valid conclusions
- Work independently
- Use the County's automated permit tracking system
- Maintain regular attendance at work

To Apply

All applicants must apply online at www.rockinghamcountyva.gov

Application review will begin as soon as possible. **Deadline to apply is November 16, 2020**

Rockingham County is an Equal Opportunity Employer