



EMPLOYMENT POSTING

CODE ENFORCEMENT/COMMUNITY RESOURCE OFFICER

The City of Mason is currently accepting applications for the position of part-time Code Enforcement/Community Resource Officer. Job descriptions are available on the City of Mason website (mason.mi.us) and in the Clerk/HR office at City Hall, 201 West Ash, between the hours of 8 am and 5 pm.

Summary:

Under the supervision of the Community Development Director/Zoning Official, this position is responsible for enforcement of the City Code of Ordinances as authorized in Sec. 2-142 Powers and duties of building and zoning officials, specifically:

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| (1) Chapter 6, article III (dangerous buildings); | (6) Chapter 74 (subdivisions and other divisions of land); |
| (2) Chapter 22 (environment); | (7) Chapter 86, article II (noxious weeds); |
| (3) Chapter 30 (floods); | (8) Chapter 94 (zoning); |
| (4) Chapter 31 (historic preservation) | |
| (5) Chapter 58 (signs) | |

Additional functions may be assigned by any other ordinances adopted by the city.

The Code Enforcement Officer (CEO) serves an important role as ambassador for the City by building positive relationships with residents, businesses and community organizations, providing information and education about City Ordinances, and working proactively and cooperatively toward voluntary compliance. The CEO will maintain a list of community organizations that may serve as a resource to help community members in the process of addressing a compliance issue. Formal enforcement action involving citations, fines, and court appearances is preferred as a last resort. We wish to observe our hometown values by being a 'helpful neighbor' in support of community health, safety and welfare, not an authoritative government agency looking to penalize its constituents who may or may not be familiar with the City Ordinances they are out of compliance with.

Education/Requirements:

Experience in code enforcement or law enforcement preferred. Certification by the Michigan Association of Code Enforcement is desirable. Working knowledge and understanding of locally-adopted property maintenance codes and ordinances and of the principles and practices of code enforcement and site inspections preferred. Must possess a valid State of Michigan Vehicle Operator's License without restrictions.

How to Apply:

To apply, submit a cover letter, resume and completed City of Mason Application for Employment to: City of Mason, Clerk/HR Coordinator, ATTN: Code Enforcement Officer, 201 West Ash Street, Mason MI 48854. Application materials may also be sent by email to sarahj@mason.mi.us. Please include "Code Enforcement" in the email subject line. This posting will close at 5:00 p.m. Wednesday, February 27, 2019.