



N·FOCUS, INC. is a leading local government services company. This position will be supervised by a CERTIFIED CODE ENFORCEMENT OFFICER with over 25 years experience in Local Government Service.

Job Title:	CODE ENFORCEMENT OFFICER	Job Category:	CODE ADMINISTRATION
Location:	NORTH CAROLINA	Classification:	FULL OR PART TIME
HR Contact:	Patti Rader – 704.933.0772	Date posted:	September 28, 2020
Internal posting URL:	http://www.NFocusPlanning.org		

Please submit résumé and cover letter via E-mail to:
PRader@NFocusPlanning.org
Subject Line: Code Enforcement Officer Position

THE CODE ENFORCEMENT OFFICER WILL:

- Be responsible for investigating complaints and enforcing junk vehicle, public nuisance, minimum housing, zoning ordinance regulations and other local policies for multiple client jurisdictions in North Carolina;
- Be required to maintain daily contact with the public and local government officials, travel to & from client jurisdictions within assigned region, make presentation to elected Boards & Councils, document & maintain files, prepare periodic reports and occasional court testimony;
- Make independent judgments representing the jurisdiction, communicate fairly with the public and resolve conflicts; and
- Coordinate and administer the enforcement process from start to finish.

SKILLS/QUALIFICATIONS:

- CZO Certification attained - *or* - to be attained within 1-year (Company provides continuing education & CZO dues).
- 10 or more years of experience as a Building Code Official, Zoning Code Official, Nuisance Code Official, Police (or Military Police) Officer or equivalent enforcement role.
- High School Education required.
- Professional caliber organization & calendaring, and ability to organize, track, & coordinate project files is critical to success in this position.
- Municipal experience will enhance application. This includes the ability to produce memoranda, communicate with & educate citizens, represent a unit of local government during hearings, and coordinate code enforcement action with citizens/contractors.
- Valid NC Driver's License and acceptable driving record required.

BENEFITS/SALARY:

- Employee health, life & disability insurance benefits, NC state holiday schedule, paid vacation & personal time, Professional dues paid, and continuing education provided.
- Salary is commensurate with experience
- Equal opportunity employer.