



ROWAN COUNTY

NORTH CAROLINA
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Job Opportunity Announcement

ORDINANCE ENFORCEMENT OFFICER Job #248-1 **Open Until Filled**

Located in the heart of North Carolina's Piedmont, Rowan County is attractively and conveniently nestled between the state's largest city and its Capitol. Rowan County is made up of more than 20 departments and nearly 1,250 employees that are committed to providing a wealth of services to County residents and businesses.

The County is currently accepting applications for the position of **ORDINANCE ENFORCEMENT OFFICER**. This position inspects and documents complaints concerning junked motor vehicles and automobile salvage yards, abandoned manufactured home storage, minimum housing standards, manufactured home parks, and various zoning violations; provides suggestions for obtaining compliance; obtains warrants, files civil actions or appears in court as a witness to violations; assists in the issuance of zoning permits and enforcement of the Subdivision Ordinance, Zoning Ordinance, and other Ordinances as approved by the County; informs owners of changes in ordinances and advises owners on how to comply with ordinances; maintains detailed records of complaints, inspections, violations, and citations issued; prepares monthly reports detailing code enforcement activity; and coordinates enforcement activities and inspections with other local agencies and NCDEQ (North Carolina Department of Environmental Quality), including clean-up and demolition of violations with a contractor when necessary.

Requires considerable knowledge of Rowan County ordinances; general knowledge of the physical layout of the County; ability to deal tactfully and firmly with property owners and the general public; ability to detect violations of ordinances and to recommend corrective action; ability to maintain comprehensive records and reports of inspections, recommended corrective action, and final results; ability to establish and maintain effective working relationships with county officials, property owners, fellow employees, and the general public; ability to communicate effectively both orally and in writing and to explain technical information to individuals in an understandable way.

Minimum qualifications include a Bachelor's Degree in a related area and one year of work experience in ordinance or zoning enforcement or a related field; or an Associate's Degree in a related area and five years of experience; or an equivalent combination of education and experience. A valid driver's license and dependable transportation are required. Certification from the North Carolina Association of Zoning Officials as a Certified Zoning Official (CZO) preferred. Degree/Coursework must be from an appropriately accredited institution.

Starting Salary \$41,000 - \$45,100/annual (commensurate with experience) and excellent benefits package available. Benefits include health, dental, vision, retirement, 401K, flexible spending, paid holidays, employee discounts, and more.

Rowan County is an Equal Opportunity Employer