



## JOB DESCRIPTION

Title: **CODE SERVICES ADMINISTRATOR**  
Department: Community & Economic Development  
Class Code: 5400  
FLSA Status: Non-Exempt  
Effective Date: October 31, 2022

### GENERAL PURPOSE

Under the general supervision of the Community & Economic Development Director, coordinates all department activity to ensure compliance with zoning, business licensing, and other regulations and requirements of the department, planning commission, and other public bodies for both new and existing development.

### ESSENTIAL DUTIES

- Receives and responds to complaints regarding zoning ordinance violations. Gathers data, performs inspections, and prepares and issues notices relating to violations. Coordinates the tracking and assignment of violations, issues notices of violations, delivers documents, and patrols city streets in search of zoning ordinance violations.
- Tracks and maintains records for all cases resulting from complaints and maintains files for follow-up, inspections, and prosecution as necessary. Coordinates case assignments and works with code enforcement officers, city prosecutors, and other city personnel to process, administer, and resolve complaints.
- Researches plats and records to determine ownership of property, maintains records of complaints and maintains files for follow-up on inspections and prosecution; may appear as a witness in court as necessary.
- Inspects finished commercial construction prior to issuance of occupancy permits for compliance with zoning regulations and project requirements, maintains files for follow-up on required improvements, and initiates sanctions for non-compliance.
- Coordinates the execution of deferral agreements and required letters of credit or cash deposit with contractors, developers, and property owners when the required improvements can not be completed due to weather or other circumstances. Reviews projects for temporary and final certificates of occupancy in conjunction with the building division; maintains files for follow-up on required improvements by reviewing bond and letter of credit agreements, determines the release of funds and when necessary, schedules for the installation of the required improvements.
- Reviews and inspects business license applications for compliance with city regulations; determines corrective measures that may be required such as site plan review, conditional use permits, etc. and instructs license applicant through application process.
- Works with the city Hearing Officers and appropriate city personnel on variance requests to ensure compliance with the Hearing Officers' decision. Prepares and submits formal charges for screening with the City Attorney for non-compliance. Participates in Planning Commission and Hearing Officer meetings as needed.

- Administers the weed abatement program of the city, solicits contractor bidding, monitors contractor performance, prepares billing documents, prepares lien documentation and filings, and develops and maintains weed control database.
- Works with the Community Development Director and planning division staff to determine the legal non-conforming status of buildings, structures, or parcels of land that are currently prohibited by a zoning, building, sign, or other regulatory ordinance, but existed lawfully before the establishment of said ordinance. Maintains a record of all registered non-conforming uses and structures.
- Responds to questions from the general public to inform them of city regulations and responds to procedural questions on making various land use applications.
- Inspects conditional use permits approved by the Planning Commission for compliance with city regulations and prepares cases for revocation hearings and presents evidence as needed.
- Inspects signs that require a building/sign permit for compliance with the city sign code and administers sign enforcement responsibilities and compliance.
- Performs other work as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from college with a bachelor's degree in criminal justice, planning, public or business administration, political science, geography, economics or in a closely related field and two (2) years of experience in planning and zoning, code enforcement, or government relations, or any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver License.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of city land use processes, zoning ordinances, business license regulations and other ordinances; familiarity with current principles and practices of City Planning.
- Some knowledge of Geographic Information Systems (GIS) ArcView is desirable.
- Ability to establish and maintain effective working relationships with the general public and other city departments and to find appropriate solutions to problems; ability to communicate effectively verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and database software; motor vehicle; phone; copy and fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_