

**CITY OF PRINCETON
PLAN COMMISSION
COUNCIL CHAMBERS – 431 W. MAIN STREET
Monday SEPTEMBER 12, 2011
3:30 PM**

- 1. CALL TO ORDER AND ROLL CALL.**
- 2. PLEDGE OF ALLEGIANCE.**
- 3. APPEARANCES FROM THE PUBLIC**
- 4. CONSENT CALENDAR**
 - A. Minutes for Approval:
 - i. None
- 5. OLD BUSINESS**
 - A. Zoning Administrator Duties and Qualifications
- 6. NEW BUSINESS**
- 7. COMMUNICATIONS**
- 8. ADJOURN**

* The meeting room is accessible to all. Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Administrator's office at 920.295.6612 with as much advance notice as possible.

CITY OF PRINCETON

Code Enforcement Officer

General statement of duties

Receives and responds to complaints of property maintenance ordinance violations across the City, and addresses other ordinance issues as directed by the City Administrator.

Distinguishing features of the position

The position is responsible for performing a range of duties related to enforcement of city ordinances, including communicating with citizens, inspecting properties, sending letters to landowners when violations are observed, working with staff on enforcement actions (citations, etc.) as needed, providing status reports, and advising the City Administrator whenever ordinance amendments may be desirable.

Examples of work

- Proactively enforce City zoning ordinances
- Monitor vacant properties for ordinance infractions
- Receive and log complaint; reply to complainants
- Inspect properties where complaints are received
- Review inspection results in light of city ordinances
- Take enforcement actions as deemed appropriate
- Work with staff to take legal action when needed
- Recommend ordinance changes when appropriate
- Meet regularly to give reports to City Administrator

Required knowledge, skills, and abilities

Must be able to interpret ordinance language and apply it to specific situations. Ability to act independently and exercise sound judgment is essential. Some background and basic understanding of municipal government is desirable.

Accepted experience and training

No particular experience or training is required. Training may be available as funding permits.

Prefer 1-5 years relevant training, education, and/or experience in general contracting, residential, commercial, and industrial property development. Applicant must possess good written and verbal communication skills.

Experience in making sound decisions and exercising good judgment is essential, and previous background that demonstrates an ability to work independently and with limited supervision is highly desired.