



Announcement No. 25-009

March 19, 2025

CODE ENFORCEMENT OFFICER PLANNING DEPARTMENT

Under the general supervision of the Planning Director, the Code Enforcement Officer is responsible for a wide range of assignments in the overall compliance and enforcement of City Ordinances. Monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, and other matters of public concern; Interacts and coordinates with various departments (City, County, and State), investigates and conducts on-site inspections and maintains active public interface within the neighborhoods. Follows established procedures for achieving abatement and compliance where warranted, maintains related records, and performs other related duties.

The expected hiring range is \$59,152.53 - \$63,365.66 DOE (the full salary range is \$59,152.53 – \$77,892.58). Competitive benefits package including the following: Defined benefit pension & deferred 457 retirement program (City offers 4% guaranteed with up to 6% matching of employee's gross pay). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan, life insurance, dental & vision insurance.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education, Training and Experience:

- ✓ Associates degree or equivalent in business, public administration, construction or closely related field.
- ✓ Two or more years' experience in code enforcement or related law enforcement work.

Licensing and Other Requirements:

- ✓ A valid Michigan driver's license is required.
- ✓ Obtain certification through the Michigan Association of Code Enforcement Officers (MACEO)
- ✓ On occasion, may need to enforce during off hours, and on the weekend.
- ✓ Must reside in and maintain principal domicile within 30 miles from the nearest city limit within twelve months of hire.

Jobs Responsibilities, Skills and Abilities:

- ✓ Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses
- ✓ Conducts inspections of rental housing units on a continuing basis.
- ✓ Enforces a variety of ordinances by conferring with property owners, issuing warnings, violations and correction notices, and following established methods of progressive action.
- ✓ Conducts enforcement activities in a fair and consistent manner. Interviews parties to a complaint or violation, and otherwise investigates complaints in a comprehensive and unbiased manner. Seeks voluntary compliance, where possible.

TO BE CONSIDERED CANDIDATES MUST SUBMIT COMPLETED APPLICATION to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traverscitymi.gov. Application can be found at www.traverscitymi.gov/jobs/

Traverse City is an Equal Opportunity Employer