



POSITION AVAILABLE

Part-Time Code Enforcement Officer

The City of Waupaca is seeking to fill the position of Code Enforcement Officer within the Department of Community and Economic Development. This position is complaint driven, pro-active and investigative and requires enforcing codes and ordinances within the City of Waupaca. Work is performed with considerable independence in both the field and office under the general supervision of the Director.

Under direction, the Code Enforcement Officer enforces municipal code provisions (such as animal regulations, business license, municipal housing and operations permits) and land use laws pertaining to public welfare, safety, public nuisance, property maintenance; explains regulations relating to municipal code provisions including zoning, land use, planning, design review, and related codes to the public; and performs related work as assigned. The successful candidate will be required to maintain accurate, complete records of complaints, inspections, violations and citations; prepare periodic written reports detailing code enforcement activity and results for presentation to the Director and City Plan Commission.

Prior experience in regulatory compliance and enforcement, law enforcement or a related field is preferred. The position is part time with hours typically not exceeding 28 hours per week but may vary depending on seasonal climate. The salary range for the position is \$16-18 per hour.

Interested individuals should contact the Department of Community and Economic Development to obtain information and application materials. These same materials are available online at <http://www.cityofwaupaca.org/government/employment/>. Questions concerning this position announcement should be directed to Brennan Kane, Director of Community and Economic Development. Letter of Interest, Resume, and completed City of Waupaca Employment Application shall be submitted no later than **4:00PM, CST on Friday, August 18, 2017**. Interviews are scheduled to take place the week of August 28th. No fax submissions will be accepted. EOE.