



Seeking applications for the position of:
Code Enforcement Officer (Part Time)

Open Date: June 10, 2022 Closing Date: open until filled

Starting wage: \$16.12/hr This is a part time position, no more than 19.5 hours per week

QUALIFICATIONS:

- Graduation from high school or possession of a GED; and

PREFERRED QUALIFICATIONS:

- One to two years advanced or technical training in ordinance enforcement; and
- One to two years experience in zoning or related ordinance violation investigations; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

General Statement of Duties: Performs duties to ensure compliance with City of Mountain Home zoning and development land use ordinances and regulations. Performs field inspections and enforces municipal code provisions and land use laws pertaining to public welfare, safety, public nuisance, property maintenance, and explains regulations relating to city codes including zoning, land use, and related codes to the public. The position will also perform administrative and clerical duties, backup the administrative specialist when needed, and perform other related work as required.

Required Knowledge, Skills & Abilities:

Knowledge of:

- County, state, and other applicable public nuisance, zoning, building code, solid waste, property maintenance, ADA regulations and guidelines, International Property Maintenance Codes, International Code Council Legal Aspects of Code Administration, general health, subdivision, rural addressing, and related codes and ordinances;
- Public relations, communication, and customer service principals and techniques;
- Investigative methods, techniques, and objectives, including documentation and record-keeping;
- Conflict resolution methods;
- Applicable state and federal regulations regarding ADA requirements.

Ability to:

- Work independently;
- Maintain strict confidentiality and impartiality and tactfully explain guidelines, regulations, and policies;
- Operate a motor vehicle.

Other requirements:

- Possession of a driver's license issued by the State of Idaho

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resource Department at PO Box 10, Mountain Home, ID 83647 or email to HR@mountain-home.us. Applications and a full job description are available on the City website at www.mountain-home.us or can be picked up at City Hall. No phone inquiries please.