

**CITY OF CEDAR SPRINGS  
JOB DESCRIPTION**

**DEPUTY ZONING ADMINISTRATOR & CODE ENFORCEMENT  
OFFICIAL**

**Position Summary:** Under the direct supervision of the City Manager, investigates complaints and takes enforcement action related to the City's codes and ordinances.

**Reports to:** City Manager

**Supervises:** No supervisory responsibility

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Receives and investigates complaints related to the city's codes and ordinances.
2. Identifies violations and prepares correspondence to promote compliance.
3. Explains ordinances to the public and provides guidance on associated rules, regulations and requirements.
4. Reviews and approves zoning requests and related permit applications.
5. Prepares formal warnings and citations, gathers documentation and builds a file for legal proceedings.
6. Attends court proceedings and provides information, documentation and testimony.
7. Tracks activities, prepares related reports and presents information to the City Manager and City Council.
8. Performs other duties as required.

**MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- High school diploma or equivalent.
- Previous experience in code enforcement or a related field is preferred.

- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Knowledge of local ordinances and code enforcement procedures.
- Skill in the use of computers and office equipment.
- Skill in handling enforcement issues with tact and diplomacy.
- Ability to work constructively and interact professionally with others.
- Ability to attend meetings outside of normal business hours.

**Physical Requirements and Work Environment:**

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

An employee in this position spends the majority of their time in the field, driving to and visually inspecting various sites. An employee in this position must have the strength, stamina, physical coordination and vision capability needed to gain access to the property sites and make visual assessments. An employee in this position also spends a portion of their time in an office setting with a controlled climate where they sit, work on a computer, communicate by telephone, email or in person, and move around the office.