



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Code Enforcement Officer</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Director, Planning &amp; Building</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>06/08</u>
<b>DEPARTMENT:</b> <u>Planning &amp; Zoning</u>	<b>JOB CODE:</b> 1065	

**DEFINITIONS:**

With general supervision, issues, reviews, and processes information received by the public on commercial, industrial and residential building permits, and investigates all complaints of zoning violations.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Issues, reviews, verifies and processes building permit applications.

Takes reports, conducts field investigations, and pursues compliance with violators through negotiation in the process and investigation of complaints on zoning violations.

Assigns addresses and updates the County 911 address system database; processes public requests for renaming existing roads and naming new roads; assists the public, developers, engineers and surveyors with interpretation of floodplain, road and zoning maps; prepares zoning maps for publication using AutoCAD software.

Assists public with questions on building permits and applications thereof and questions concerning County subdivision and land use regulations.

Updates various County maps and establishes, maintains, prepares, and updates various files and records; assists County building inspection department for resolving issues on various uses of existing and/or proposed buildings.

**KNOWLEDGE AND SKILL:**

- 1. Good knowledge of maps, deeds, plats and other survey documentation.
- 2. Good knowledge of surveying equipment and practices, including State and local requirements for construction plans.
- 3. Good knowledge of computers and computer drafting, AutoCAD software applications.
- 4. Skill in reading, and understanding legal descriptions and documents, surveys and regulations.
- 5. Skill in reading and interpreting documents such as safety rules, operating and maintenance instruction and procedure manuals.
- 6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

**MINIMUM QUALIFICATIONS:**

Sixty college credit hours and two years drafting/CAD experience and/or two years of civil engineering experience; a valid Missouri driver’s license.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)