

## Job Announcement

# CODE COMPLIANCE OFFICER

The City of Duluth, Georgia (pop. 28,000) is accepting applications for the position of Full-Time CODE COMPLIANCE OFFICER.

Hiring pay range is \$18.00 - \$19.89 per hour (annualized \$37,440 to \$41,371; Grade 19), with full and comprehensive benefits package. Visit <https://www.duluthga.net/departments/humanresources/benefits.php> for the complete benefits handbook.

**This position is responsible for enforcing compliance with all applicable City codes, including among others, the Unified Development Code, Property Maintenance Code, and Duluth Municipal Code by investigating complaints, researching property information and determining appropriate action.**

**Duties shall also include providing staff support to special boards and committees. Position acts as Code Compliance Officer and Zoning Enforcement Officer. Work is performed under the general supervision of the Planning & Development Director.**

Applicants should possess a high school diploma or state-issued GED supplemented by training from a recognized institution in code enforcement, urban/city planning, business administration, public administration, criminal justice, or closely related areas. Three years code enforcement experience is preferred.

Chosen candidate(s) are subject to an extensive background investigation, including drug testing.

The completed job application (found at [www.duluthga.net/jobs](http://www.duluthga.net/jobs)) along with a resume, proof of education, and other supporting documentation as appropriate, can be submitted electronically to [careers@duluthga.net](mailto:careers@duluthga.net), or in paper form delivered to:

Human Resources  
City of Duluth  
3167 Main Street  
Duluth, GA 30096

Questions about the job application process should be directed to [careers@duluthga.net](mailto:careers@duluthga.net) or 770-497-5287.

Questions about the job duties should be directed to Bill Aiken at [baiken@duluthga.net](mailto:baiken@duluthga.net) or 678-957-7274.

Posting Date: 7-10-2019, open until filled. May close at any time without notice.

*The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification. The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.*