



TOWN OF BOONSBORO

21 NORTH MAIN STREET ♦ BOONSBORO, MARYLAND 21713

WWW.TOWN.BOONSBORO.MD.US ♦ 301-432-5141

MEMORANDUM

To: Mayor Long and Town Council Members

From: Megan Clark, Town Manager

Date: June 15, 2016

Subject: Zoning Administrator/Code Enforcement Position

The Fiscal Year 2017 Budget included the position of a part-time Zoning Administrator/Code Enforcement Officer at a rate of \$15.52 per hour for approximately 20-25 hours per week.

As was presented at the budget workshop, currently the Town Manager or the Town Engineer handles Zoning Administration and Property Code Enforcement. Due to other job responsibilities of both positions, Property Code Enforcement is handled as a reaction or only applied when a complaint is received.

Property Code Enforcement entails receiving complaints, verifying whether the complaint is an actual violation, researching property ownership, preparing documentation and notification letters, follow up to see if the violation was addressed in the manner prescribed, additional documentation and notification if the violation remained after the prescribed time frame, further follow up, citation and court appearances.

Having part-time staff to verify complaints, and be actively rather than reactively, enforcing the Ordinances would help to ensure all properties are being treated consistently.

The draft job description and advertisement is attached for your consideration.

Thank you, and please feel free to contact me if you need additional information.

Megan



TOWN OF BOONSBORO, MARYLAND
ZONING ADMINISTRATOR/CODE ENFORCEMENT OFFICER

Department: Administration

Job Description:

This position is a professional and administrative position involving administration for the Planning and Zoning Department. The position reports directly to the Town Manager.

Duties and Responsibilities:

- Overseeing the implementation and enforcement of the Zoning, Comprehensive Plan and other applicable regulations of the Town
- Review applications for zoning and building permits; use and occupancy permits; variances; special exceptions; and interpretations pertaining to Zoning
- Administer and enforce the Property Maintenance Code, including issue notices and citations
- Assist the public with processes, procedures, and interpreting the regulations

Knowledge, Skills and Abilities:

- Thorough knowledge of the laws and the principles and practices of municipal land use and planning and zoning, the regulation of the subdivision of land, and related State laws and regulations.
- Ability to interpret architectural, engineering and landscape drawings.
- Ability to communicate in oral and written form in a professional manner with both technical and non-technical audiences and to prepare clear and concise written reports and correspondence.
- Organizing and executing multi-function cross organizational tasks.
- Ability to establish and maintain effective working relationships with residents and property owners, land use professionals, contractors, other Town staff and Town commission and board members.
- Basic computer skills including the use of standard office software including word processing and spreadsheets.

Qualifications and Requirements:

- Experience in Zoning Code Enforcement, Building Code enforcement or similar, related experience.

Pay Range: \$15.52/hour

The Town of Boonsboro is an Equal Opportunity Provider and Employer and a drug free workplace.

AD INSTRUCTIONS: TO BE ADVERTISED WED, JUNE 22ND; FRIDAY, JULY 8TH, and THURSDAY, JULY 15TH IN THE HERALD MAIL.

DESCRIPTION TO BE PUBLISHED IN THE HERALD MAIL:

ZONING ADMINISTRATOR/CODE ENFORCEMENT OFFICER- the Town of Boonsboro will be accepting applications for the part-time position of Zoning Administrator/Code Enforcement Officer through Friday, July 15, 2016 at 4:30pm. A valid Driver's License is required and Experience in Code enforcement, building code or other related experiences is preferred. Applications and details regarding this position may be obtained online at www.town.boonsboro.md.us or at the Boonsboro Town Hall, 21 N. Main Street, Boonsboro, MD 21713, Monday – Friday between the hours of 8:00AM and 4:30PM.

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TO BE PUBLISHED ONLINE ON THE FOLLOWING WEBSITES:

TOWN OF BOONSBORO: WED JUNE 22-FRIDAY JULY 15

MML: WED JUNE 22 – FRIDAY JULY 15

DESCRIPTION TO BE PUBLISHED ONLINE:

Position Summary: The Town of Boonsboro has an immediate opening for a part-time Zoning Administrator/Code Enforcement Officer.

Primary duties and responsibilities involve administering and enforcing the Property Maintenance Code and reviewing building and zoning permits. Experience in code enforcement, building code, or other related experience preferred.

Valid driver's license and Microsoft Office experience required.

Full Job description and salary details are available at town.boonsboro.md.us. or please call 301-432-5141.