

City of Algonac
Building Department - 805 St. Clair River Drive
BLIGHT ENFORCEMENT OFFICER - PART-TIME
Job Description

General Statement of Duties

Part-time position enforces and interprets zoning and other ordinances of the City. Operates personal vehicle to perform inspections. Sends out blight enforcement letters.

Supervision

City Manager

Job Environment

Part time position with flexible AM hours Monday through Friday not to exceed 15 hours per week.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High School graduate or GED equivalent.
- Must be able to understand, interpret and explain to residents the City's ordinances.
- Written communication and math skills.
- Excellent interpersonal and problem-solving skills.
- Ability to interact with angry residents and resolve conflict.
- Above-average computer skills mandatory; BS & A experience a plus.
- Must have and maintain a valid, non-restricted Michigan Driver's License.
- Prefer candidates with prior law enforcement background AND previous blight enforcement experience. Ability to read, write and speak in English. Be able to prepare documents, letters, correspondence, records and reports using correct grammar. Ability to participate in discussion and give instructions that can be understood by those listening.

Physical Demands and Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight items. Ability to move freely about the office from one workstation to another. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The City of Algonac does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.