



JOB DESCRIPTION – TOWN OF KURE BEACH

IDENTIFYING INFORMATION	
Job Title	Code Enforcement Officer
Department	Department of Development and Compliance
Hiring Authority	Director of Development and Compliance
Reports to (supervisor)	Director of Development and Compliance
FMLA Status (Exempt/non)	Non-Exempt
Classification (FT/PT/Temp)	FT
Work Schedule	9am-5pm M-F
Salary Band	14
Salary Band Range	\$51,432.90 to \$82,292.54 / midpoint \$66,862.72
Effective Date	July 1, 2025

GENERAL OVERVIEW
An employee in this class is responsible for providing code enforcement and administrative assistance to the Director of Development and Compliance.

SUPERVISION
Directly supervised by the Director of Development and Compliance. Performance is evaluated through conference, review of appropriate records and reports, and accuracy and thoroughness of assigned work.

ESSENTIAL FUNCTIONS
<p>-Position manages the administration of code issues from discovery to compliance, which includes spending a significant amount of time maintaining and enforcing compliance processes and proactively patrolling Town for code violations.</p> <p>-Work involves intense public contact, data entry, organizational and multi-tasking skills, ability to prioritize, ability to solve complex problems. Considerable tact and courtesy are required. Initiative, independent judgment and discretion are also required. General office duties to include, but not limited to: Answering phones, taking notes, drafting correspondence, meeting with citizens/contractors/agents, organizing, filing, record keeping, cleaning office, and performing related duties as requested.</p> <p>-Reviews site plans for zoning compliance, issues zoning permits, and responds to citizen complaints regarding zoning and other code violations. Enforces minimum housing code.</p> <p>-Maintains accurate records of all department related activities, providing weekly/monthly reports.</p> <p>-Attends the Planning and Zoning Commission and Historic Preservation Commission meetings. Assist with administrative and follow-up actions as needed. Attend other meetings and training as requested.</p> <p>-May require afterhours and/or weekend work due to unforeseen natural disasters. Assist with damage assessment following storms.</p>

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of standard operating practices involved in modern office operation, including Microsoft Word, Excel, and Outlook.
- Ability to establish and maintain effective working relationships and communicate effectively with elected officials, members of the public, and town employees
- Ability to respond to inquiries from the public in a timely and professional manner, create and maintain accurate records, reports, and files in support of a customer-oriented operation
- Accuracy and attention to detail in the entry of data and compilation of records
- Skill in reading and interpreting plans and specifications, codes and ordinances, and their application to specific situations.

EDUCATION AND EXPERIENCE

- High School diploma or GED
- College preferred/recommended
- Excellent verbal and written skills
- Experience in a work environment involving public contact

SPECIAL REQUIREMENTS/CERTIFICATIONS

- NC Driver's License required
- Required within 3 years:
- Flood Plain Manager Certification
 - Level 1 Building Inspector
 - Certified Zoning Administrator
 - NIMS 100, 700, and 800

PHYSICAL/CRITICAL REQUIREMENTS

Physical Ability

- Ability to sit continuously at a computer terminal or desk space for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets. Must be able to perform medium work exerting up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Work subjects the employees to inside and outside environmental conditions; extremes in temperature; hazards associated with construction work; and may require one to work in close quarters, crawl spaces, and similar enclosed spaces.

Visual Ability

- Must possess visual acuity for extensive reading, to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to hold a conversation with other individuals in both person and over a telephone

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Nothing in this job description restricts management's right to assign or re-assign duties and responsibilities to this job at any time.

This job description does not create an employment contract, implied or otherwise.