



Village of Sister Bay

Job Title: Zoning and Code Compliance Officer

Department: Administration

FLSA Classification: Non-exempt

Summary Description:

The Zoning and Code Compliance Officer is a full-time position in the Village of Sister Bay. The Zoning & Code Compliance Officer will receive work assignments and instructions from the Administrator. This person will perform skilled, technical work interpreting and ensuring compliance with the zoning code, and other related codes or ordinances of the Village of Sister Bay.

Job Duties and Responsibilities:

The duties and responsibilities of this position will include, but are not limited to:

- Conducts visual inspection of properties and follows up on complaints to ensure compliance with current codes including zoning, property maintenance, nuisance and other village codes. Investigates potential violations; gathers evidence, questions complainants, witnesses, and suspects, compares facts to code requirements, makes findings, and issues warnings, notices of corrective action, and/or citations.
- Meets with citizens to review and explain code requirements and violations or potential violations; secures code compliance.
- Works closely with the Administrator to ensure fair and consistent enforcement of municipal codes. Responds to complaints of potential code violations related to zoning, building, property maintenance, and other related codes.
- Enforces parking laws, educates citizens about parking laws, and works with citizens in an effort to reduce parking violations.
- Inputs data into standard tracking software and forms, makes simple postings to various reports, compiles and tabulates data.
- Coordinates investigations, inspections, and enforcement actions.
- Provides support for the Village staff relating to planning and zoning.
- Provides organized and complete copies of planning files to the Village Administration Office so that record keeping may be maintained.
- Researches and recommends amendments to Village codes and documents.
- Displays good communication and the ability to create and maintain effective and cooperative interpersonal relationships with co-workers and citizens.
- Applies common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to work efficiently and independently.
- Carries out non-critical clerical tasks at the direction of the Administrator.
- Perform other related tasks as assigned.

Minor Duties/Responsibilities

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To accomplish the above tasks, it is essential that the employee attend meetings of the Sister Bay Plan Commission on a monthly basis, as well as the Sister Bay Village Board of Trustees meeting on an as-needed basis. Additional responsibilities include drafting and/or review of ordinances and ordinance amendments, engaging with the community and developers, and reviewing and approving permits.

Working Conditions and Physical Demands

The working conditions and physical demands described below are representative of those that will be encountered or must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a general office setting and includes occasionally conducting inspections in the field. Noise is minimal, but other interruptions such as clients, ringing phones, fax/copy machines, etc. are experienced on a constant basis. At times, it is necessary to leave the office setting to transport documents or complete errands in conjunction with Village Business. Inspections require driving a personal vehicle from site to site and may involve periods of high traffic or congestion, resulting in a stressful environment.

Occasionally the employee is required to appear in circuit court, or provide depositions; such situations may be stressful, require professionalism, and demand a good understanding of the court processes.

Education and Experience Requirements

Education such as a Bachelor of Science degree in Political Science, Planning, Public Administration, Geography or Sociology preferred or equivalent work experience. Three (3) years direct employment experience in the public sector preferred.

License/Certifications

Possession of a valid Wisconsin motor vehicle operator's license required and willingness to use own transportation in the course of performing required duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed by a Zoning and Code Compliance Officer. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Personnel Committee 8/28/2023