

# City of Seymour

## Job Description

<b>Job Title:</b>	<b>Ordinance Administrator</b>		
<b>Department:</b>	<b>Planning and Zoning</b>		
<b>Work Schedule:</b>	<b>8:00 am – 4:30 pm, M-F</b>		
<b>Supervised by:</b>	<b>Building Commissioner</b>	<b>Status:</b>	<b>Full-Time</b>
<b>Supervises:</b>	<b>None</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Date :</b>	<b>May 16, 2024</b>		

Serves as Ordinance Administrator for the Department of Planning and Zoning, responsible for working with landowners to comply with city codes and ordinances including issues related to abandoned and dilapidated properties, weeds, grass, trash and junk.

### General Duties:

1. Answer telephone, and greet visitors providing information and assistance.
2. Handle complaints.
3. Field inspections of properties with violations.
4. Educate landowners about ordinances.
5. Attend Board of Works as needed.
6. Work with landowners to bring properties into compliance.
7. Responsible for cleaning office and keeping department files organized.
8. Research ownership at courthouse for properties with violations.
9. Work with City Attorney on Ordinance Violations, delivers Subpoenas for court cases.
10. Issue citations/warnings for ordinance violations when needed.
11. Records liens and lien releases on properties for maintenance in accordance with state law throughout the year.
12. Assists City Attorney in case preparation for court.
13. Assists volunteer organizations in relation to clean-up and property maintenance.
14. Works with local contractors in property maintenance affairs.

15. Perform other duties as assigned by the Building Commissioner.

**Physical Effort:**

Needs to perform duties in a standard office environment and in inclement weather which may involve moving for long periods and lifting objects weighing less than 25 pounds. Working evening or weekend hours is not required.

**Working Conditions:**

Employee maintains frequent contact with co-workers and the public for the purpose of exchanging information and explaining codes and violations. Employee also frequently works with little or no supervision.

**Education:**

GED or high school diploma required.

**Work Experience/Job Requirements:**

Customer service experience required.  
Computer skills required.  
Must have valid driver's license with a good driving record.  
Must speak fluent English.

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This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.