



County Administrator  
Jeff Massey

# WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

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District One

CHARLES KENT  
District Two

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District Five

Fuqua, & Milton  
Attorney

## JOB ANNOUNCEMENT

### Code Enforcement Officer

Advertisement Date: September 10, 2019 – September 20, 2019

Salary Range: \$11.70 Hourly

The Washington County Board of County Commissioners is currently accepting applications for a **Code Enforcement Officer** position. Under the general supervision of the County Administrator, the Code Enforcement Officer effectively carries out the County's Code Enforcement Program. In coordination with other staff and agencies conducts inspections relative to public nuisances. This position has extensive public contact and interaction with business and property owners, renters, County employees and elected officials. Performs a variety of field and office functions in support of Code Enforcement Program and Planning and Growth Development Division; issues administrative citations; obtains and executes inspection warrants; prepare and present reports to the Senior Planner, Administrative Hearing Judge or Code Enforcement Board and makes recommendations to the same. This position may be called upon to work in emergency response roles during declared disasters or other emergencies.

#### Minimum Training and Experience:

- Knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state, and local laws, rules, regulations, codes and ordinances
- Knowledge of County geography or ability to quickly learn
- Ability to interpret and enforce pertinent codes, ordinances and regulations
- Ability to research legal records and present ideas clearly and effectively
- Ability to interpret maps, diagrams, photographs (including aerial photographs), blueprints, specifications, codes, ordinances, laws and rules
- Ability to create and maintain complete and accurate records, and to develop meaningful reports from those records
- Ability to deal tactfully, diplomatically and firmly with complainants, code violators, the general public developers, contractors and property owners
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to function effectively as a witness in quasi-judicial and judicial proceedings
- Ability to communicate effectively and make public presentations
- Must possess a valid Florida's License.

Applications may be accessed online at [www.washingtonfl.com](http://www.washingtonfl.com). Applications and job descriptions may also be obtained at the Washington County Board of County Commissioners' office located at 1331 South Boulevard, Chipley, FL 32428. All interested applicants **MUST** submit an Employment Application to the Human Resources Department in the Washington County Board of County Commissioners' office by **4:00 PM on September 20, 2019**. All questions regarding this position or other vacancies should be directed to the Human Resources Department, 850-415-5151.

Applications can be submitted to Wendy White, Human Resources Director at [wwhite@washingtonfl.com](mailto:wwhite@washingtonfl.com). The selected applicant may be subject to a background check and pre-employment physical and drug screen. Veteran's Preference is accepted in accordance with FS 295.08.

**Equal Opportunity/Drug-Free Workplace**