

Town of Georgetown Code Enforcement Officer

The Town of Georgetown is accepting applications for the position of Code Enforcement Officer. Duties and responsibilities include the enforcement of all municipal ordinances and policies.

Essential duties and responsibilities include:

- Enforcement of all municipal ordinances and policies
- Interprets ordinances, policies, and other regulations for contractors and the general public
- Investigates complaints concerning potential violations of ordinances
- Issues notices for the correction of illegal or unsafe conditions of a property
- Obtains warrants for arrest of violators, issues citations, and appears in court to provide testimony if needed
- Establishes and maintains records concerning properties located within the Town limits
- Promotes known local, state, and federal government funding programs pertaining to housing
- Tracks violation and case activity; prepares monthly reports on volumes and related information for decision making purposes
- Verifies compliance of business license and building permit requirements
- Physical demands vary daily and physical conditioning to stand/walk/sit for extended periods of time may be necessary

Desired Education & Experience

- Bi-lingual (English and Spanish), encouraged, not required
- High School Diploma
- Experience with municipal zoning, building, and housing codes; or
- Proficient in Word, Excel, and PowerPoint
- Possession of a valid Delaware driver's license and clean driving record (not suspended, revoked, or cancelled, or disqualified from driving)
- Must be able to be certified for DELJIS access
- Any combination of education, training and experience that provides the required knowledge, skills, and abilities

Applications and complete job descriptions are available on the Town's website www.georgetowndel.com or at the Town Administrative Office, 37 The Circle, Georgetown, DE 19947 during normal business hours. You may contact the Town Office at (302) 856-7391 between 8:00 a.m. – 4:30 p.m.

Position open until filled.