



**City of Salisbury
Housing & Community Development Department
Code Enforcement Officer**

Full-time (40 hours)

\$35,283 – \$39,735.

Full Range of Benefits

Essential Functions: Performs a variety of field and office duties in the support of the City's Code Enforcement Program by ensuring compliance with City regulations and ordinances to include; receiving and responding to complaints, conducting field investigations, performing property inspections, issuing violation notices and citations, maintaining files and documentation, attending meetings to gather and present information, performing clean and lien action such as mowing grass and removing rubbish, and performs other duties as assigned.

Requirements: H.S. Diploma or GED, knowledge of the City of Salisbury policies, procedures and municipal code with the ability to act as a representative of the City of Salisbury to the public. Must have the ability to plan and organize special projects, effectively prioritize and multitask, and to accurately prepare and maintain proper documentation. Good people skills, communication skills, computer skills and organizational skills are imperative. Municipal Code Enforcement experience or equivalent training, education and or experience. Must be able to pass a drug screen. Must have a valid Class C Maryland driver's license with an impeccable driving record.

Closing Date: Open Until Filled

Apply: Submit City application ,resume and copy of current driving record to:

City of Salisbury Human Resources Dept.
125 N. Division St.
Salisbury, MD 21801
410-548-1065 Fax: 410-548-3748
Web site: www.salisbury.md
E-mail: jobs@salisbury.md

EOE