

## Williamstown Township Code Enforcement

### General Summary:

Retained by the Township Board. Under the general supervision of the Township Supervisor. Primary responsibility is to administer, maintain and enforce the Township's Comprehensive Land Use and Zoning Ordinances; to serve as staff liaison to the Zoning Board of Appeals and provide operational support for the Building Department, Planning Department and Township Board as needed.

### More specifically:

1. Investigate alleged violations of the Zoning Ordinance and enforce appropriate corrective measures when required, issuance of violation notices, and writing citations when appropriate.
2. Assist in the review and investigation of permit applications to determine compliance with the provisions of the Zoning Ordinance.
3. Will review each special use permit on an annual basis to assure compliance and report finding to the Planning Commission. May request Planning Commission action.
4. Attend seminars, continuing education, and maintain Zoning Administrator Certification.
5. Maintain a record of any complain of a violation of the Zoning Ordinance and of the action taken consequent to each complaint. Provide a monthly report of same to the Township Board.
6. Other duties as determined by the Township Board and /or the Township Supervisor.

### Education/Qualifications:

Graduate from an accredited high school or GED equivalent. Zoning Administrator Certification will be required as a condition of employment. Familiar with Township Ordinances and the ability to identify violations. Organizational skills and familiarity with Microsoft excel are important. Familiarity with BS&A software a plus.