



**City of the Village of Douglas
Job Opportunity
Ordinance Enforcement Officer
Part-Time Hourly Position: \$16.00 per hour**

The City of the Village of Douglas is seeking a part-time Ordinance Enforcement Officer. This position completes a variety of tasks and projects to assist in educating the public about the City's codes and ordinances and working to obtain voluntary compliance. The Ordinance Enforcement Officer is also called upon to enforce the City's ordinances in an effective, fair, and consistent manner through the issuance of citations when voluntary compliance is not completed in a timely manner.

Other regular responsibilities include patrolling the City to ensure compliance with local codes and ordinances – including preparing reports regarding enforcement activities, preparing educational materials for the public, and assisting with other City inspection and data entry functions. The Ordinance Enforcement Officer is also responsible for completing a variety of clerical and administrative functions related to the performance of the core job functions, as well as assisting other City Departments as assigned. See attached for a complete list of essential job functions and requirements.

Interested parties can submit their resume to Laura Kasper, Douglas City Clerk, by November 2, 2023, or until the position is filled. Please call 269-857-1438 ext. 106 with questions.

Physical Address:
86 W Center St.
Douglas, Mi 49406

Mailing Address:
PO Box 757
Douglas, Mi 49406

Email Address:
clerk@douglasmich.gov

The City of Douglas is an equal opportunity employer.



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Minimum Qualifications:

Applicants for this position should possess the following minimum qualifications at the time of application. Equivalent combinations of experience and training may be considered.

- A minimum of the High School Diploma, or its equivalent.
- A valid State of Michigan Driver's License.
- Knowledge of modern office procedures and Microsoft Office products to complete work assignments.
- Excellent customer service skills and written & verbal communication skills.

Work Environment: The work environment for this position includes working in both an office setting and in an outdoor environment. The office setting requires sitting and working at a computer, greeting visitors at the counter, and light lifting of files. Outdoor work requires patrolling the City by vehicle and on foot, and occasional lifting of objects weighing less than 50 pounds. Employees are required to demonstrate good judgement, initiative, and resourcefulness in carrying out the assigned duties.

Wages and Schedule: This is a part-time hourly position with the starting wage at \$16.00 per hour, with annual adjustments. This position will have a schedule averaging 12-16 hours per week. Some weekends may be required. The Ordinance Enforcement Officer will use their personal vehicle and receive a standard mileage reimbursement rate per the Internal Revenue Service mileage.