



VACANT POSITION
Codes Enforcement Officer
Codes Department

Job Purpose: To enforce all codes and ordinances relating to the City of Sumter's standard housing, business licensing and zoning to ensure public safety and welfare.

- Patrols assigned area to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Issues verbal warning to violators, explains code violations and provides assistance.
- Follows-up on warnings and issues written warning if still in violation.
- Issues citations, prepares court documentation and presents evidence of violation.
- Meets with the public to explain codes and ordinances.
- Presents staff reports and planning studies to Boards, Commissions and Councils.
- Performs related administrative duties such as researching property owners information through tax maps and records.
- Prepares weekly reports on status of code enforcements.
- Responds to emergency calls and/or public calls for assistance.
- Supports and participates in department continuous improvement initiatives.
- Performs exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities:

- Must have the ability to communicate clearly and effectively, both verbally and in writing.
- Must be able to de-escalate confrontational encounters.
- Ability to work independently in the absence of a supervisor.
- Ability to gain working knowledge of the City's Property Maintenance Codes.
- Working knowledge of local streets and neighborhoods.
- Ability to read County Assessor maps and property profiles.
- Ability to read and interpret legal documents and property descriptions.
- Ability to remain calm and professional under pressure or in high-stress situations.
- Must be able to establish and maintain effective working relationships with citizens and colleagues across departments.
- Working knowledge of Microsoft Outlook, Word, and Excel.

Minimum Qualifications: High school diploma or equivalent and one to three years experience in working with the public; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid South Carolina driver's license.

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150