



CITY OF RAMSEY
invites applications for the position of:

Zoning Code Enforcement Officer

SALARY: \$29.28 - \$32.21 Hourly

OPENING DATE: 01/21/21

CLOSING DATE: 02/10/21 11:59 PM

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to provide support duties to the Community Development department in the area of code enforcement. This position performs code enforcement inspections and follow-up on zoning and public nuisance related activities. Primary service goals include providing cost-effective means of enforcing city code as it relates to violations of the City's nuisance and zoning ordinances.

The 2021 salary range for this position is: Step 1 - \$29.277/hour through Step 6 - \$36.596/hour

This is a full-time forty (40) hours per week position

****This is an AFSCME union position****

NOTE: You must upload a copy of your resume to this application packet

MINIMUM QUALIFICATIONS:

Minimum qualifications must include the following:

- Must be at least 18 years of age
- Must have a high school diploma or GED
- Must have a current MN driver's license in good standing
- Must have intermediate Microsoft Office knowledge and skills
- Must pass pre-employment drug screen and background investigation

DESIRED QUALIFICATIONS

- Associates degree
- Experience working with Code Enforcement software
- Experience reading City Codes
- Prior Code Enforcement or Customer Service experience

ESSENTIAL JOB FUNCTIONS:

- Enforce nuisance ordinances
- Assist with code enforcement inspection throughout the City of Ramsey
- Work with property owners to gain compliance
- Complete computer entries for violations, citations and follow-up

- Assist with rental licensing and rental license inspections
- Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Zoning Code Enforcement Officer) of the Assistant City Administrator, Senior Planner or their designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong communication skills, both orally and in written form
- Ability to maintain effective working relationships with all levels of staff, residents, businesses, and personnel from other agencies
- Ability to cope with situations firmly, courteously, tactfully, and with respect to citizens' rights - even under stressful conditions
- Ability to maintain confidentiality, prioritize duties, and work independently
- Strong organizational skills
- Ability to manage multiple projects simultaneously
- Strong customer service skills and the ability to treat residents, business owners and property owners with respect during difficult situations

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityoframsey.com>

Position #110174
 ZONING CODE ENFORCEMENT OFFICER
 SH

7550 Sunwood Drive NW
 Ramsey, MN 55303

shurd@cityoframsey.com

Zoning Code Enforcement Officer Supplemental Questionnaire

MQ

* 1. Are you 18 years of age or older?

- Yes
- No

MQ

* 2. Do you have a high school diploma or GED?

- Yes
- No

MQ

* 3. Do you have a valid Minnesota driver's license in good standing?

- Yes
- I have a valid driver's license from another state
- No

MQ

* 4. Do you have intermediate Microsoft Office knowledge and skills?

- Yes
- No

SP

* 5. Select your highest education level from the list below:

- High School Diploma or GED |
- Some college 2
- 2 Year Associates Degree 8
- 4 Year Bachelor's Degree 16
- Master's Degree Student or above 17

17

* 6. Describe your experience with MS Word.

- SP
- Less than 1 year of experience 1
 - 1 to 3 years of experience 2
 - 4 to 6 years of experience 4
 - 7+ years of experience 10
 - No experience ~~0~~
- (10)

* 7. Describe your experience with MS Excel.

- SP
- Less than 1 year of experience 1
 - 1 to 3 years of experience 2
 - 4 to 6 years of experience 4
 - 7+ years of experience 10
 - No experience ~~0~~
- (10)

* 8. Describe your experience with MS Outlook.

- SP
- Less than 1 year of experience 1
 - 1 to 3 years of experience 2
 - 4 to 6 years of experience 4
 - 7+ years of experience 10
 - No experience ~~0~~
- (10)

* 9. Do you have experience with Code Enforcement Software?

- SP
- Yes 10
 - No ~~0~~
- (10)

10. If you answered yes, that you have experience with Code Enforcement Software, please tell us where you obtained this experience and type software program(s) you used.

* 11. Do you have experience reading city codes?

- SP
- Yes 10
 - No ~~0~~
- (10)

12. If you answered yes, that you have experience reading city codes, please tell us where you obtained this experience and the number of years of experience you have.

* 13. Do you have any prior Code Enforcement or Customer Service experience?

- SP
- Code Enforcement experience 9
 - Customer Service experience 1
 - Both Code Enforcement and Customer Service experience 12
 - No experience in either category ~~0~~
- (12)

* 14. Do you have any experience working in a county, state or municipal environment?

- SP
- Yes 6
 - No ~~0~~
- (6)

15. If you answered that you have experience working in a county, state or municipal environment, please tell us where you obtained this experience, and the length of your employment.

* 16. Have you uploaded your current resume to this application packet?

- MQ
- Yes
 - I wasn't able to upload it
 - No - Fail

* Required Question

85