

Switzerland County
County Administrator and Code Enforcement Officer

Position Description and Employment Notice

Status: Full-Time
Department: Switzerland County Commissioners
Salary: \$42,500 plus benefits

GENERAL DESCRIPTION

The County Administrator and Code Enforcement Officer shall serve as a full-time employee of the Switzerland County Board of Commissioners. The employee shall assist the Commissioners with administrative duties, county projects, meeting preparation, record keeping, and enforcement of county ordinances and regulations.

The employee shall spend approximately one-half of their time performing code enforcement duties and one-half performing administrative duties for the Commissioners, although such duties may vary depending upon the needs of the County.

The employee serves at the direction of the Switzerland County Board of Commissioners and shall perform additional duties as assigned.

DUTIES AND RESPONSIBILITIES

Administrative Duties

- Attend meetings of the Switzerland County Board of Commissioners and other meetings as directed;
- Prepare agendas, minutes, notices, and related meeting materials;
- Serve as secretary for the Commissioners;
- Assist with correspondence, project coordination, and follow-up items;
- Assist with communication between county departments, contractors, consultants, and the public;
- Assist with grant administration, project tracking, and county initiatives;
- Maintain records and files for the Commissioners;
- Respond to citizen questions and complaints;
- Perform additional administrative duties assigned by the Commissioners.

Code Enforcement Duties

- Investigate complaints regarding violations of county ordinances and regulations;
- Conduct inspections and site visits related to ordinance enforcement matters;
- Perform routine “patrols” around the county for proactive investigation of ordinance violations;
- Issue notices of violation, stop work notices, warnings, citations, or other enforcement documents authorized by county ordinance;
- Coordinate with the Planning and Zoning Department, Building Department, Highway Department, Health Department, Sheriff's Office, County Attorney, and other county departments as necessary;
- Assist with enforcement of zoning, nuisance, unsafe premises, property maintenance, and other county ordinances;
- Maintain records and documentation related to enforcement matters;
- Prepare reports and assist with hearings, court proceedings, or enforcement actions as necessary;
- Assist the Planning and Zoning and Building Departments at the direction of the Commissioners;
- Exercise concurrent enforcement authority with other county departments where applicable.

QUALIFICATIONS

The Switzerland County Board of Commissioners may consider any combination of education, training, experience, and ability sufficient to perform the duties of the position.

Preference may be given to applicants with experience in local government, planning and zoning, construction, code enforcement, project management, or related fields.

The employee must possess a valid driver's license.

HOW TO APPLY

Interested applicants should submit a resume and cover letter to:

Switzerland County Board of Commissioners
212 West Main Street, Vevay, Indiana 47043

The position will remain open until filled. Switzerland County is an equal opportunity employer.

ADDITIONAL INFORMATION

The employee shall perform duties both in the office and in the field throughout Switzerland County.

Nothing in this job description shall be construed as creating a contract of employment. The Switzerland County Board of Commissioners reserves the right to amend or modify this job description as necessary.