



City Hall
118 Orchard Street
Morenci, MI 49256
(517) 458-6828

Job Description

Position: Code & Zoning Administrator

Summary

This position performs duties of code enforcement, rental inspections, and zoning administration for the City of Morenci. Serves as the duly authorized representative to enforce Chapter 6 Article II, Chapter 6 Article III, and Chapter 22 of the Morenci Code of Ordinances.

Supervision Received

Work is performed under the general supervision of the City Administrator / Clerk.

Responsibilities and Duties

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Assist constituents with questions related to code enforcement, rental inspections, and zoning.
2. Assist the Police Department with questions and issues related to code enforcement, rental inspections, and zoning.
3. Compose and type correspondence, records, and reports when needed to complete an item related to code enforcement, rental inspections, or zoning.
4. Follow-through on code enforcement complaints generated by City staff based on constituent complaints. Initiate the proper action in following-through on such complaints.
5. Perform rental and zoning inspections to ensure compliance with all applicable codes and ordinances.
6. Provide support to the Morenci City Council and Morenci Planning Commission when needed.

7. Review permit applications for zoning-related issues. Gives feedback and / or approves or rejects permit applications for constituents.
8. Work and advise the City Administrator / Clerk in preparing agendas and packets for Planning Commission meetings.

Employment Qualifications

1. High school graduate, some college preferred.
2. Experience administrating or enforcing local ordinances and codes recommended.

Approved: January 26, 2015 by the Morenci City Council