

Date Posted: 6/14/18

Applications accepted until: 7/14/18

**Elbert County is an Equal Opportunity Employer**

If interested, please submit application and resume to:

Elbert County Human Resources Department

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Email: [dianna.hiatt@elbertcounty-co.gov](mailto:dianna.hiatt@elbertcounty-co.gov)

For more information, please call 303-621-3150



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## ZONING COMPLIANCE OFFICIAL

Department: Community Development Services    Salary: \$40,000-\$50,000 DOQ  
Approved: June 2018    FLSA: Non-Exempt

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### SUMMARY DESCRIPTION

This position is responsible for identifying and enforcing compliance with Elbert County zoning and subdivision regulations as well as other County and State land use ordinances such as but not limited to nuisance, weed and junk ordinances; informing and educating citizens about County regulations; and mitigating ways to bring properties into conformance.

### JOB DUTIES INCLUDE

- Serves as the primary point of contact for all land-use complaints;
- Investigates Elbert County code violations as a result of complaints and as witnessed or discovered in the field; responds to complaints in a timely manner;
- Writes and sends detailed County code violation letters; engages landowner in resolution process and issues citations for violations if compliance is not reached;
- Compiles and maintains accurate records of all County special use approvals; performs annual inspection to assure special use is meeting conditions of approval;
- Performs necessary steps to implement County zoning and subdivision regulations, other codes, development guidelines and applicable state land use laws; assists developers and landowners in understanding these regulations; composes correspondence relating to noncompliance;
- Performs inspections as specified in the approved site plan for commercial properties; works with landowner and/or business owner to keep commercial properties in compliance with regulations and approved site plan, including sign and landscaping requirements;
- Provides input on proposed special use review projects and conditions of approval;
- Maintains inspection record of all zoning and subdivision violations and activities;
- Maintains regular office hours; occasionally, some tasks may occur during non-business hours;
- Prepares violation cases for the County Attorney's review when legal action may be necessary; may be required to appear in court to present evidence;
- Identifies businesses operating in the County without proper permits or licenses and works with business owner to become compliant;
- Recommends changes or updates to the zoning and subdivision regulations based on current land-use practice and theory;
- Coordinates with other County compliance officials and other jurisdictions on joint enforcement actions;
- Assembles data and prepare periodic and special narrative and statistical reports as requested;
- Performs any and all duties as assigned

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent plus three to five years of experience in code enforcement, planning and zoning, regulatory compliance or related field is required. Any equivalent combination of education, training and experience will be considered. A Bachelor’s degree is preferred.

Must have:

- Ability to detect hazards and violations and recommend corrective measures; ability to enforce regulations with firmness, consistency, tact and courtesy; ability to communicate effectively verbally and in writing;
- Ability to read and interpret documents, regulations and policies;
- Ability to remain calm, objective and impartial under stressful conditions;
- Ability to establish and maintain effective working relationships with employees, other departments, contractors and the general public;
- Must be comfortable working with technology and database software; experience with Blue Prince a plus;
- Must possess valid State of Colorado driver’s license with acceptable motor vehicle record;
- Must receive acceptable background check;
- This is a safety sensitive position that is subject to random drug testing.

**PHYSICAL REQUIREMENTS OF JOB**

Work is performed in and out of the County office building. Seasonal, inclement weather is common.

The employee must occasionally lift and/or move up to 50 pounds.

Driving:	Frequently	Climbing Stairs:	Frequently
Balancing:	Frequently	Climbing Ladders:	Frequently
Bending/Stooping:	Frequently	Reaching at Shoulder Level:	Frequently
Twisting:	Frequently	Reaching Below Shoulder Level:	Frequently
Squat/Crouching:	Frequently	Reaching Above Shoulder Level:	Frequently
Kneeling:	Frequently	Standing/Walking:	Frequently
Crawling:	Frequently		

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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