



# CITY OF ELY

501 Mill Street Ely, Nevada 89301  
City Hall (775) 289-2430  
[www.Cityofelynv.gov](http://www.Cityofelynv.gov)

## Assistant Planner/Code Enforcement Officer

**FLSA Status:** Non-Exempt

**Created:** 07/2024

**Safety Sensitive:** Yes

**Last Revised:** 07/26/2024

**DEFINITION:** Under direct supervision of the Building Official, performs professional work in the field of planning, reviews of building permits, land use permits, special use, and home occupation business applications. Collects data and prepares reports, file management and legal noticing. Provides information and advice to the public in person and over the telephone. Resolves complaints when necessary.

**DISTINGUISHING CHARACTERISTICS:** This position is split between Planning and Code Enforcement.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Responds to alleged violations; interviews complainants and witnesses; takes photographs of violations and documents activities; communicates in verbal and written form all applicable code information and notification and appeal processes to all parties, tenants, owners, contractors, and other organization representatives.
- Conducts research to determine the approved conditional uses of property; researches ownership, compliance requirements, fees, legal processes, and other state, federal, and local requirements necessary to enforce codes.
- Serves as a resource to other organization departments and the public regarding zoning, nuisance, housing and property maintenance code requirements along with regulations, land use and zoning information, and permit processes.
- Maintains detailed, accurate, and complete records, case files, and reports of inspections and surveillance activities.
- Operates computer to process and acquire data relative to inspection sites and effective code enforcement, including land use, zoning, court data, licensing, corporation status, county assessor, and other databases and organization websites.
- Assist other City staff on planning or development reporting requirements to state, county, and other agencies.
- Assists in resolving citizen and customer issues via the telephone, email, and in person at City Hall.
- Resolve code violations by working with complainants, County, and City staff, recommending processes and procedures to assure the resolution of code violation cases.

- Prepare a variety of written reports, memoranda, and correspondence related to enforcement activities, revise forms and handout materials. Assist with department webpage development.

## **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

### *Knowledge of:*

- Basic applicable city, state, and federal codes, ordinances and regulations related to building, zoning, nuisance requirements and International Code Council (ICC) Housing and Property Maintenance Codes;
- Basic operational characteristics, services, and activities of a code enforcement program;
- General construction methods used in building and related structures; and
- Basic computer use.

### *Skill to:*

- Work with diverse cultural and socioeconomic groups using tact, discretion, initiative, and independent judgment within established guidelines;
- Keep confidential record and accurate records
- Communicate effectively both orally and in writing;
- Understand, interpret, and apply policies and procedures; and
- Maintain accurate records.

### *Ability to:*

- Learn to interpret and apply pertinent federal, state, and local laws, codes, and regulations;
- Learn to read and interpret complex building plans, specifications, and building codes;
- Learn to determine whether construction systems conform to city code requirements;
- Learn how to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices;
- Make mathematical computations rapidly and accurately;
- Prepare clear and concise reports;
- Learn to enforce applicable codes, regulations, policies, and procedures with firmness and tact; and
- Establish and maintain effective working relationships with those contacted in the course of work.
- Attend public meetings, assisting other planning staff on a limited basis.

***Required Certifications and Licenses:*** Possession of a valid Nevada driver's license

***Experience and Training:*** Any combination of training, education, and experience that would provide the required knowledge and abilities.

Graduation from high school or its equivalent, supplemented with some college level coursework in building, planning, criminal justice, or related field **and** two years of work experience which required the frequent interpretation, explanation, or enforcement of varied codes and regulations, including one year of experience with frequent heavy public contact in stressful or confrontational situations.

## ***Physical and Mental Requirements:***

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to attend meetings and inspect properties. Strength and stamina to inspect various residential, commercial, or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling, walking on uneven terrain at construction sites, and climbing ladders, scaffolding, and stairs. Strength to lift and carry up to 30 pounds at times. Ability to read printed materials and a computer screen. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:** Work is performed under the following conditions:

Majority of work is conducted outside in all types of weather conditions. Work is performed in construction zones and on uneven terrain with possible exposure to moving objects and vehicles. Possible hazards include but are not limited to sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, and toxic and caustic chemicals. Position may require travel by car from the office to a work site.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date signed