



Job Announcement

CODE COMPLIANCE OFFICER I, II, or III

The City of Duluth, Georgia is accepting applications for the position of full-time **Code Compliance Officer**. This position is part of a job series and applicants can be hired at levels I, II, or III, depending on experience.

Hiring pay ranges – all with a full and comprehensive benefits package.

- Level I: \$21.90 to \$23.03 per hour (annualized \$45,552 to \$47,902; Grade 20)
- Level II: \$24.13 to \$25.35 per hour (annualized \$50,190 to \$52,728; Grade 22)
- Level III: \$25.34 to \$26.63 per hour (annualized \$52,707 to \$55,390; Grade 23)

Benefits Package: <https://www.duluthga.net/departments/humanresources/benefits.php>

This position is responsible for enforcing compliance with all applicable City codes, including among others, the Unified Development Code, Property Maintenance Code, and Duluth Municipal Code by investigating complaints, researching property information, and determining appropriate action.

Duties shall also include providing staff support to special boards and committees. Position acts as Code Compliance Officer and Zoning Enforcement Officer. The work is performed under the general supervision of the Code Compliance Manager.

Code Compliance Officer I is an entry-level position. Close supervision is required, especially early on, from the Code Compliance Manager. Frequent check-ins will be expected once semi-independent work is implemented.

The Code Compliance Officer II is the second-level position in this job series. It requires the demonstrated ability to perform the full range of job duties and is generally assigned more complex or sensitive violations to investigate and process. The Code Compliance Officer II exercises somewhat greater discretion and judgment on work procedures and methods. The requirements for Level II, in addition to the distinguishing characteristics above, are:

1. A minimum of three (3) years of code compliance experience performing similar job duties in another similar jurisdiction; or three years of employment with the City of Duluth in the Code Compliance I position.
2. *Level I Code Enforcement Officer* certification, offered through the Carl Vinson Institute.
3. At least thirty (30) additional (beyond the Level I certification) documented Professional Development Hours (PDHs) in the field of code compliance, zoning enforcement, legal process, or similar subject matter relating to the daily work for this position. Employee will have discretion to choose the classes but must get approval from the Code Compliance Manager to ensure the content is beneficial to both the employee and the City. At the discretion of the Supervisor, a bachelor's degree from an accredited university and/or law enforcement training/certification from Georgia P.O.S.T. may be considered during the hiring process to determine whether a candidate is to be considered a CCO I or a CCO II.

The Code Compliance Officer III is the third-level position in this job series. It requires the ability to work independently on more complex cases, requires a high level of discretion and judgement, expertise with the City's

codes and due process, and the ability to manage and track many complex cases simultaneously. The requirements for this level, in addition to the distinguishing characteristics above, include:

1. A minimum of six (6) years of code compliance experience performing similar job duties. At least three of these six must be specific to the City of Duluth unless waived by the Code Compliance Manager during candidate selection.
2. Additional certification relating to Code Enforcement or Zoning Administration to be agreed upon by the employee and the Code Compliance Manager.

At least thirty (30) additional documented Professional Development Hours (PDHs) in the field of code compliance, zoning enforcement, legal process, or similar subject matter relating to the daily work for this position. These are in addition to those PDHs required to promote from CCO I to CCO II. At the discretion of the Supervisor, a bachelor's degree from an accredited university and/or law enforcement training/certification from Georgia P.O.S.T. may be substituted for some of the PDHs when considering promotion to CCO III.

For all levels:

Applicants should possess a high school diploma or state-issued GED supplemented by training from a recognized institution in code enforcement, urban/city planning, business administration, public administration, criminal justice, or closely related areas. A college degree from an accredited college or university is preferred. Work experience in code enforcement or law enforcement is preferred.

The selected candidate(s) will be subject to an extensive background investigation, including drug testing.

In order to be considered, please complete the job application (found at www.duluthga.net/jobs). There is a section to upload your resume and other supporting documentation

Questions should be directed to careers@duluthga.net.

Posting Date: 3/14/2025, open until filled. May close at any time without notice.

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification. The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.