

The City of



Green Park

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**Part-Time Code Enforcement and Permitting Officer. Approximately 20 hours a week with flexible scheduling. Compensation commiserate with experience, anticipated range: \$13-20 per hour.**

### ***ORGANIZATION***

The City of Green Park is strategically located in the suburban south St. Louis County area between I-55, Lindbergh Boulevard, Tesson Ferry Road and the Gateway Trailnet property. Incorporated as a city in 1995, The City of Green Park has a total land area of 1.35 square miles and a population of 2,622 as of the 2010 U.S. Census. Green Park is a great place to live, work, raise a family or have a business.

We are a thriving community with peaceful residential neighborhoods, a beautifully designed industrial park known as Green Park Commerce Center, and the Officer Blake C. Snyder Memorial Park (formerly called Clydesdale Park) which is owned and operated by Saint Louis County. The City also has a variety of restaurants and is close to shopping and public transportation. We boast a commercial base of over 300 businesses.

The City of Green Park is served by two public school districts, Lindbergh School District and Mehlville School District, as well as parochial education. Green Park contracts with the Saint Louis County Police Department for all of the policing needs. Fire protection and paramedic services are provided by the Mehlville Fire Protection District. The City provides residential trash, recyclable and yard waste service at no cost to its residents.

To maintain property values and its building stock, the City has a Zoning Code (Chapters 400-430) and a Nuisance Code (Chapter 210) that it enforces with City staff. The City contracts with St. Louis County for Building Code enforcement.

### ***POSITION***

**In general, and in addition to instruction from City Administrator or Mayor, Building and Zoning Code Enforcement and Permitting Officer duties include:**

- Identify and investigate potential Building, Zoning, and Nuisance Code violations in the City.
- Take Citizen complaints regarding Code violations, keep records of such complaints, and initiate the proper process to abate Code violations.
- Issue letters notifying property owners and occupants of Code violations when applicable.

- Coordinate with St. Louis County Police and St. Louis County Problem Properties Unit to abate Code.
- Be familiar with City Codes both those that have been codified and those not yet codified.
- Post public hearing and other notices on properties throughout the City.
- Ability to set-up and coordinate new iWorQ software. Ability to train existing and future staff on its use.
- Assist Deputy City Clerk and City Administrator with accepting and processing permit applications submitted to City Hall.
- Handle cash and check payments to City Hall, as well as keep proper records and issue receipts for payments.
- Ability to perform minor maintenance duties at City Hall and on City property.
- Ability to assist Deputy City Clerk with filing duties both related to Code Enforcement as well as daily City operations.
- Other duties as assigned by the City Administrator or designated staff.

## ***QUALIFICATIONS***

### **Professional qualifications for this position include:**

#### **Education:**

- Bachelor's degree from accredited 4-year university preferred
- Familiarity with enforcement and interpretation of municipal zoning and nuisance codes

#### **Experience:**

- 1-5 years prior municipal experience preferred

#### **Qualifications:**

- Working knowledge of Microsoft Office applications
- General knowledge of filing and records management
- Money handling experience preferred
- Communicate effectively with managers, co-workers, and the public both orally and in writing, and maintain effective working relationships
- Manage multiple tasks and work independently to meet deadlines

- Accomplish requirements of the job using appropriate general office equipment and software

*The City of Green Park is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*