



**CITY OF SNELLVILLE**  
**VACANCY ANNOUNCEMENT**  
**Code Enforcement Officer**

**Applications Will Be Received Until: July 5, 2024 and thereafter until position filled**

**Salary: \$48,392.00 (annual)**

**DUTIES:** This is mid-level professional work in enforcing the City's property maintenance code, and other City codes/ordinances. Conducts field inspections of alleged violations of city codes/ordinances. Prepares written reports of inspections as specified by department procedures. Issues warnings and citations when violations are proven. Incumbent acts as liaison between the complainants, alleged violators and the City. Work is performed under the general supervision of the Chief Code Enforcement Officer and Planning and Development Director.

**MINIMUM REQUIREMENTS:** High School Diploma. Bachelor's degree in a related field from an accredited college or university preferred. Some experience in county or city government planning, zoning, or development; or any combination of education and experience that provides the required knowledge and skills. Any equivalent combination of education and experience is acceptable. Possession of a valid Georgia driver's license and a satisfactory Motor Vehicle Record (MVR).

Certification as zoning and property standards inspector or possess the ability to obtain such certification within one year of employment.

**BENEFITS:** Excellent medical, vision and dental benefits package available for employee and eligible dependents; 10 paid holidays; and 1 week of vacation after 6 months. 100% City funded Retirement Plan. Take home vehicle provided.

**HIRING PROCESS:** Interview, background and reference check, driving history check, criminal history check and a clean post offer drug screen.

Applications available at [www.snellville.org](http://www.snellville.org) or may be picked up at:

Snellville City Hall  
2342 Oak Road  
Snellville, GA 30078

**THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER**

**DATE: June 17, 2024**