

CITY OF HARLAN
CODE ENFORCEMENT OFFICER

The City of Harlan is accepting applications for a Full-Time Code Enforcement Officer. This position provides code enforcement services and assists with building inspections. The role involves investigating potential violations of codes, policies, and regulations, and conducting appropriate abatement and/or enforcement actions.

The successful candidate will possess strong written and verbal communication skills, along with the ability to work effectively with citizens, property owners, and public officials. Responsibilities include interpreting and enforcing codes, negotiating solutions to problem areas, determining steps necessary for compliance, and providing direct interaction and guidance to citizens and violators.

Work Schedule: Monday through Friday, 8:00 a.m. to 4:30 p.m.

Qualifications:

- High school diploma or GED required.
- Valid State of Iowa driver's license required.
- Knowledge of building codes, property maintenance, or municipal ordinances is beneficial.
- Ability to learn and apply local codes and regulations, handle conflict situations professionally, and maintain accurate documentation.
- Training will be provided for the right candidate with a willingness to learn and develop within the role.

The City offers competitive wages and an excellent benefits package. Wage is dependent upon experience and qualifications.

Applications and job descriptions may be picked up at Harlan City Hall, 711 Durant St., between **8:00 a.m. and 4:30 p.m.**, or obtained online at www.cityofharlan.com.

Application Deadline: Friday, November 21, at 4:00 p.m.

The City of Harlan is an Equal Opportunity and Affirmative Action Employer.