

RESOLUTION #04-07-14(A)

ESTABLISHMENT OF A JOB DESCRIPTION FOR THE REVENUE ENFORCEMENT AND ZONING OFFICER TO  
BE ADDED TO THE APPENDIX OF THE EMPLOYEE HANDBOOK

WHEREAS, in ~~2013~~ <sup>2014</sup> on ~~-----~~ <sup>6<sup>th</sup> day of January</sup> the Rainsville City Council passed by a majority vote Ordinance ~~-----~~ <sup>06-01-2014</sup>  
----; and

WHEREAS, Ordinance ~~-----~~ <sup>06-01-2014</sup> established an new version of an employee handbook for all employees of the Municipality of Rainsville, Alabama; and

WHEREAS, it is the desire of the Mayor and Council to include job descriptions for each position that exists within the municipality; and

NOW, THEREFORE, be it resolved by the City Council of Rainsville, Alabama, that the job description for the Revenue Enforcement and Zoning Officer be added to the appendix of the Employee Handbook and be as follows:

**Description of City Revenue and Zoning Ordinance Officer:**

• Responsible for administering all business licenses and enforcement of zoning ordinance, as well as any other ordinances as needed.

**Duties:**

- Administers business licensing, permits, and special taxes and fees for the City of Rainsville.
- Provides service to the general public, business license applicants, and each existing licensee, including:
  - Assists applicants in obtaining the proper business license, including assisting them in the completion of their application and follow-up on the approval and issuance of license certificates.
  - Answers inquiries for and about existing licensees.
  - Ensures compliance of all businesses with the City's business license ordinances.
  - Handles verbal and written business complaints and follows up on them.
  - Responsible for collections, investigations, and enforcement activities related to business licensing.
  - Updates and maintains business licensing and related City permit/fee revenue records, filings, and reporting requirements.

- Ensures proper zoning requirements are in place.
- Ensures that new or changes to existing development and related permit requests within the City meet zoning ordinances.
- Prepares required documentation for City Planning and Special Exemptions Committees.
- Responsible for daily patrolling and observing of property throughout the City (public and private), ensuring compliance to City zoning and ordinances. Daily patrolling is to encompass up 50% of work hours and no less than 25% work hours cumulatively.
- Ensures that known or realized potential conflicts with adjacent projects or parcels are communicated to Applicants and handled towards a resolution.
- This includes, as needed appropriate, coordinating and working with City Leadership, department heads and boards, and impacted utilities, landowners, and other agencies or entities.
- Travels as necessary for reports, to collect city monies, to check mail, make bank deposits and other necessary activities for the position.
- Audits sales tax reports for business license purposes on a monthly basis.
- Reports to council liaison as decided by the City Council.

### **Physical/ Knowledge Requirements:**

Be able to sit in an office setting and/or an automobile a sustainable amount of time.

Be able to converse with the public with knowledge about zoning related matters concerning areas of the city.

Be able to read and understand mapping and mapping descriptions as it relates to zoning and zoning ordinances.

Have experience with the serving the public and be able to meet the public well and be able

to handle public from a wide variety of socio-economic backgrounds to coordinate application disputes and/or mediate the same when necessary.

Possess a Valid Driver's License

### **Educational Requirements:**

High School/GED Equivalent – Financial background or certification preferred (i.e. Magistrate Certification)

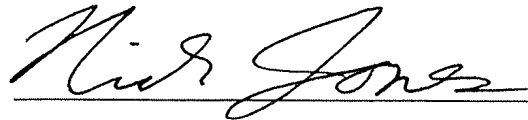
Understanding of zoning ordinances and regulations

Must be knowledgeable and have a background or experience in administering city permit fees, revenue records, filing requirements, and reporting requirements.

**Discipline and/or Termination and Overtime:**

- The City Revenue and Zoning Ordinance Officer will be subject to rules and regulations in the “ Employee Handbook”.
- Overtime preapproval will be considered and given by the Council and Mayor.

Approved this 7st day of April, 2014.



NICK JONES, Mayor

Attest.  


JUDY LEWIS, City Clerk