

**City of Frostburg**  
**Department of Community Development**

Position: *Permit Specialist/Code Enforcement Officer*

Responsibilities:

- 1. Permitting and Plan Review**
  - Provide day-to-day oversight of the building and land use permitting process, including assistance to applicants and professional consultants during the permitting process, review of permits prior to issuance for completeness, and coordination with inside and outside review agencies during the review process.
  - Review all major site plans for compliance with the City's land use ordinances, including field inspection reports as needed, and coordination with the City Engineer, Water, and Street Departments as necessary, providing City review summaries to permit applicants and professional consultants.
- 2. Code Enforcement**
  - Respond to complaints and proactively note code enforcement violations.
  - Correct code enforcement violations by following the process defined in City code, to include the issuance of citations and court appearances.
  - Manage code enforcement process effectively to ensure compliance.
- 3. General Community Development**
  - Greet customers at service window needing assistance with permits, rental housing, or other community development matters.
  - Maintain organized records in the permits/code enforcement software systems (iWorQ), and/or in paper files, as applicable
  - Provide general assistance within the Department of Community Development as assigned by the Director.

Reporting and Supervision

The position will report directly to the Director of Community Development.

Work Location

On site. Employee must be present to greet customers and assist them in person as needed.

Qualifications:

An ideal candidate will possess a Bachelor's degree and have 2 or more years of experience in local government or planning, drafting, surveying, or similar programs or fields. Candidates with an Associate's degree or extensive experience will also be considered for this position.

Computer proficiency is required, including Microsoft Office and Excel and cloud based software solutions. Valid and current Class C Maryland driver's license or equivalent from another State.

Candidates should be oriented to public service and are expected and work well in a team environment. The candidate must be organized, reliable, and self-motivated. Strong customer service skills are required as the position requires various types of interactions with citizens, developers, and volunteer board members in a professional manner.