



EMPLOYMENT OPPORTUNITY City of Tallulah Code Enforcement Officer

The City of Tallulah Planning and Development Officer performs a variety of duties in support of the City of Tallulah. The employee is required to perform a full range of municipal code enforcement and compliance duties; interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, blight and health and safety issues. As well, the employee will work with citizens requesting building permits and occupational licenses, assist with the development of a vital Main Street/Downtown Revitalization Program and oversee the municipality's Adjudicated Property Program.

QUALIFICATIONS:

- Must have a high school diploma (college degree preferred)
- Must have a valid driver's license
- Strong written and verbal communication skills
- Must be computer literate
- Ability to read and interpret legal documents and descriptions

Code Enforcement Duties

- Monitors and enforces property codes, and regulations related to zoning, land use, building codes, health and safety, blight, graffiti, and other matters of public concern
- Serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions
- Receives and responds to citizen complaints on alleged violations of City codes and ordinances
- Conduct field investigations; inspects properties for violations; contacts residence or business in order to resolve violation; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue notices of violation (and fines) as necessary.
- Maintain accurate documentation and case files.
- Patrol City to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations
- Ensures buildings meet required codes prior to the opening of a new business
- Oversee building permits and Occupational Licenses
- Performs related duties as required
- Local and out of area travel required
- Formulate a master list of available commercial properties for potential business owners

Main Street/Downtown Revitalization Plan

- Adopt Louisiana Main Street Approach for Tallulah
- Develop Main Street Working Plan
- Coordinate with Downtown Property Owners
- Coordinate Adoption of applicable ordinances and resolutions for Main Street/Downtown Revitalization
- Oversee Downtown Revitalization Program

Adjudicated Property

- Formulate detailed Adjudicated Property List
- Coordinate Adoption of applicable Ordinances and Resolutions for Adjudicated Property
- Oversee sales of Adjudicated Property

Physical

Primary functions require sufficient physical ability and mobility to work in an office and field environment; to lift and/or carry light weights; to operate office equipment, ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

**APPLICATIONS AVAILABLE AT TALLULAH CITY HALL, 204 N. CEDAR STREET, TALLULAH, LOUISIANA
FROM 8 AM TO 5 PM.
NO PHONE CALLS PLEASE.**



CITY OF TALLULAH EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available		Social Security No.	Desired Salary	
Position Applied for				
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain				

RACE:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian/Other Pacific Islander

White

ETHNICITY:

Hispanic or Latino

Not Hispanic or Latino

GENDER:

Male: Female:

EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES PLEASE LIST THREE PROFESSIONAL REFERENCES.

Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		

Full Name		Relationship	
Company		Phone ()	
Address			
PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date