



Job Announcement

CODE ENFORCEMENT OFFICER

The City of Indian Rocks Beach is accepting applications for the position of Code Enforcement Officer. This is a full-time position including, but not limited to, weekends (Friday- Sunday).

Indian Rocks Beach, Florida, is a community of approximately 3,500 permanent residents situated on a barrier island of Pinellas County.

GENERAL POSITION DESCRIPTION

Position involves work of more than ordinary difficulty and responsibility in enforcing compliance and resolving complaints in connection with parking, Business Tax receipts, public nuisance, litter, planning and zoning, housing, and other City Code violations.

Responsible for compliance with city and state parking regulations through the issuance of parking citations. Position requires the use of initiative and independent judgment as well as the ability to communicate effectively and courteously, with potentially irate and confrontational citizens.

Performs other tasks as assigned.

EDUCATION AND EXPERIENCE:

High school graduation required. Minimum of two (2) years work experience with a governmental agency involving code enforcement or law enforcement is preferred. Previous public contact work experience handling potentially confrontational complaints is recommended. May be required to work varied shifts, holidays, evenings or weekends. Any equivalent combination of education, training, and experience may be considered.

LICENSES AND CERTIFICATIONS:

Must possess a valid Florida Driver's license. Certification by F.A.C.E. preferred. Ability to attain State of Florida Parking Enforcement certification upon employment.

The pay range for this position is negotiable depending upon qualifications/experience and includes an excellent benefits package.

APPLICATION PROCESS:

Completed city application is required and may be accessed from the city website at:

www.indian-rocks-beach.com/government/employment

Send completed application along with a resume and cover letter or email to:

Elizabeth Atkinson, HR Manager

City of Indian Rocks Beach

1507 Bay Palm Boulevard, Indian Rocks Beach, FL 33785

PH: (727)595-2517

Email: eatkinson@irbcity.com

This position will remain open until filled.

Smoke Free/Drug Free Workplace/EOE/VP