

## **MICHIGAMME TOWNSHIP**

### **ORDINANCE ENFORCEMENT OFFICER JOB DESCRIPTION**

#### **GENERAL DESCRIPTION:**

Under the direction and supervision of the Michigamme Township Supervisor and the direction of the Michigamme Township Planning Commission, as authorized by the Michigamme Township Board, the Enforcement Officer interprets, administers and enforces the Michigamme Township Ordinances, as written, without authority to deviate from said Ordinance.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

##### **A. Administration**

1. Maintain thorough familiarity with the Michigamme Township ordinances and appropriate forms.
2. Administration and enforcement of the ordinances.
3. Accept and review appropriate applications and determine compliance with the provisions of the ordinance and completeness of the applications.
4. Perform appropriate inspection duties to ensure compliance with the specific ordinance. The use of check lists and instruction sheets is encouraged.
5. Attend Planning Commission meetings to report on any issues and advise on issues related to ordinance administration.
6. Conduct effective written communication with applicants, related governmental agencies and other offices as necessary.

##### **B. Enforcement**

1. Investigate alleged violations of the Ordinance and applicants of necessary corrective measures. Retain an inventory of said violations including dated photographs and/or other evidence as appropriate.
2. Develop recommendations regarding amendments, fee structures, forms: and may propose solutions to any problem encountered in administering the ordinance.
3. Testify, as necessary, at public and judicial hearings.

##### **C. Office Administration**

1. Administer and follow procedures and policies established for the office.
2. Provide a written annual report which includes information on appropriate permits issued/denied, and other pertinent administration information.
3. Attend Township Board meetings as appropriate.

##### **D. Public Assistance and Personal Development**

1. Work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
2. Attend professional schools, seminars and/or conferences at least twice a year to stay up-to-date on laws, trends, and other information pertinent to ordinance administration.

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3. Must be accessible to the public via the Township Office.

**E. Other**

1. Perform other duties as may be specified by the specific ordinance.
2. Accept other responsibilities as may be directed by the Township Board.

Adopted by Michigamme Township Board on xx, 2020.

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William Seppanen, Supervisor

Date:

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Neil Hanson, Clerk

Date: