

# TOWN OF PRINCESS ANNE, MARYLAND CODE ENFORCEMENT OFFICER POSITION

The Town of Princess Anne, Maryland has an immediate opening for a full time Code Enforcement Officer. The Code Enforcement Officer performs a variety of field and office duties to ensure compliance with the Town's regulations and ordinances to include enforcing municipal codes, receiving and responding to complaints, coordinating inspections to ensure code compliance, investigating violations, issuing citations, maintaining files and documentation, attending meetings to gather and present information, and other duties as assigned. Candidates must be able to read and comprehend laws, regulations, development plans, maps, procedural instructions, and other reference materials related to the duties of the position. Must have the ability to effectively prioritize, multitask, and prepare and maintain accurate documentation. Good communication skills, computer skills, and organizational skills are imperative.

Requirements: H.S. Diploma or GED and a valid Class C Maryland driver's license with an impeccable driving record. Local government and/or code enforcement experience is preferred. Position requires some evening hours as may be required for various town meetings.

Start date: ASAP / Apply by January 29, 2021

Salary is negotiable dependent upon experience.

To apply, send letter of application, resume, and names, addresses and phone numbers of 3 references to: President and Commissioners, Town of Princess Anne, 30489 Broad Street, Princess Anne, Maryland 21853 or e-mail [frontdesk@townofprincessanne.org](mailto:frontdesk@townofprincessanne.org) for additional information.

The Town of Princess Anne is an equal opportunity employer.

