

JOB ADVERTISEMENT



Title:	Code Enforcement Official
Reports to:	City Administrator
Department:	Administration/Building Department
Compensation:	Range: \$20-\$25 hourly DOQ
Hours:	Part-time: 20-25 Hours/Week

The City of Sandwich is accepting applications for the newly created position of Code Enforcement Official. This position is charged with the management of property code enforcement activities for the City. The Official will accept and research complaints, perform inspections, work cooperatively with other departments, and legal counsel of the city and county to ensure that compliance of the Municipal Code. The Official will prepare paperwork, enforce violations, and represent the city at adjudication and court hearings as required.

Successful candidate will have excellent personal skills in dealing with the public, have ability to understand and communicate clearly, both written and verbally while applying municipal code consistently and fairly. Possess a sharp attention to detail with the ability to read property surveys and use a computer and technology (GIS) to research property and ownership records. Must understand and apply municipal code, construction procedures, & safety practices. Code enforcement, knowledge of the legal or code adjudication system and/or local government experience is preferred.

Must possess a valid Illinois Driver's License, be fingerprinted, pass physical exam, and required background check.

To Apply:

Submit resume' and cover letter to:

City of Sandwich
Attn: City Administrator
144 E. Railroad Street
Sandwich, IL 60548

or

cityadministrator@sandwich.il.us