

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

63109 – ASSISTANT ZONING/BLIGHT ENFORCEMENT OFFICER

Planning Department

Open Until: May 3, 2023 at 04:30 PM EST

Rate of Pay: \$53,074.58 - \$57,689.76*

*Grant-Funded



General Description

This is responsible technical and administrative work assisting the Zoning Enforcement (ZEO) and Blight Control/Housing Code Enforcement Officers with enforcement of zoning regulations, blight and property maintenance codes to ensure compliance with the minimum standards for health, safety and public welfare. Duties include assisting the public to ensure completeness of zoning permit applications and providing information relative to appeal processes, receiving and triaging zoning and blight/property maintenance code complaints and coordinating enforcement inspections with code enforcement officials, reviewing zoning permit applications for completeness and prepping them for issuance by the ZEO, performing field inspections, and providing enforcement recommendations to the respective officials and providing administrative support of enforcement actions.

Qualifications

A high school graduate plus two years of construction or zoning inspection, property maintenance, real estate, or any combination or training and experience which provides a demonstrated ability to perform the duties of the position. Must have a valid Driver's License. SPECIAL REQUIREMENTS: Must receive Zoning Enforcement Technician certification from the Connecticut Association of Zoning Enforcement Officials (CAZEO) within two years of appointment to this position.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

4/12/2023