



**City of Newburyport**  
**Zoning Enforcement Officer**  
**Part – Time (12 hours/week)**  
**Job Description**

**Position Purpose:**

The Zoning Enforcement Officer works under the general administrative supervision of the Mayor and in accordance with applicable provisions of the MGL and local ordinances. Duties include technical and inspection work and related administrative responsibilities in the enforcement and interpretation of zoning ordinances and laws of the City.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Assists the building and planning offices with zoning, code, and permitting enforcement under the direction of the Mayor.
- Investigates complaints of alleged zoning violations and takes appropriate action as required; maintains case files and zoning enforcement database records.
- Enforces the provisions of the applicable City Ordinances, Zoning By-Laws, and requirements of special permits, variances and site plan approvals issued by the Zoning Board of Appeals or the Planning Board.
- Researches property and ownership records maintained by multiple departments for zoning enforcement purposes; insures the accuracy of all records particularly relating to enforcement actions.
- Responds to inquiries from property owners, banks, real estate firms and the public; explains zoning regulations and ordinance provisions, relative to enforcement and compliance.
- Works collaboratively with Building Commissioner and/or Planning Director regarding matters of interpretation.
- Performs other administrative duties as assigned.

## **Recommended Minimum Qualifications:**

### **Education and Experience:**

Bachelor's Degree and/or equivalent experience in the enforcement of municipal laws, rules or regulations in the fields of law, real estate or construction.

### **Other Requirements:**

Massachusetts Class D Driver's license required.

### **Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of pertinent Federal, State and Local Law Regulations and Ordinances. Understand distinction between building code and zoning code jurisdiction.

*Ability:* Ability to be firm and fair in the enforcement of rules and regulations. Ability to enforce zoning and sign regulations impartially. Ability to communicate effectively both orally and in writing. Ability to work independently. Ability to learn Public Records Law. Ability to learn local ordinances.

*Skill:* Proficiency in the use of computers including word processing, spreadsheets and database.

### **Hours and Salary:**

- 12 Hour Week
- Salary is \$20.00 per hour

***Securing this position will also be dependent on the results of a CORI check. Any interested party should send cover letter and resume by email to [tmaynard@cityofnewburyport.com](mailto:tmaynard@cityofnewburyport.com) or mail to Tracy Maynard, Human Resources Director City Hall, 60 Pleasant Street, Newburyport, MA 01950.***