



TOWN OF *Atlantic Beach* "The Black Pearl" south carolina

Code Enforcement Officer, Town of Atlantic Beach

Job Category: Code Enforcement

Employee Status: By contract

Job Duties:

The Code Enforcement Officer is responsible for ensuring compliance with local and state regulations that safeguard public health, safety, and welfare within the Town. This role requires frequent engagement with the community, including investigating citizen complaints, educating residents and businesses on applicable codes, and facilitating the resolution of violations in a timely and effective manner.

Key duties include verifying business licenses, inspecting rental properties, and monitoring beach areas to ensure adherence to municipal ordinances. The position calls for excellent communication and interpersonal skills, as it often involves managing sensitive or challenging interactions with discretion and professionalism.

Additional responsibilities include maintaining detailed documentation of incidents, assisting in the coordination of special events, and performing damage assessments as needed. This dynamic role demands a high degree of adaptability, sound judgment, and the ability to work independently with minimal supervision.

Qualifications:

A High School Diploma or GED equivalent is required, with an Associate's Degree preferred. The ideal candidate will have a minimum of two years' work experience in a job requiring extensive public contact, including experience dealing with the public. Experience in the enforcement of municipal codes is highly desirable. This combination of education and experience ensures that the Code Enforcement Officer is well-prepared to handle the diverse challenges of the role, from public interactions to understanding and enforcing local regulations.

Bilingual proficiency in Spanish and English is preferred. The position requires the ability to work outdoors in various weather conditions. These special requirements ensure that the Code Enforcement Officer can effectively communicate with a diverse community and perform duties in all necessary environments.

Pay Info:

salary commensurate based on experience

How to Apply

Provide a resume and cover letter.

Please email the above to:

chennigan@townofatlanticbeachsc.com