

## Code Enforcement Officer - City of Rozel, Kansas

1. The Code Enforcement Officer is a part-time position and must have a valid driver's license and shall be responsible for the enforcement of ordinances which pertain to animal control, building violations, and/or health issues.
2. All calls for code violations pertaining to animal control, building violations, and/or health issues shall be made to:
  - a) The City Office during office hours or leave a message including the name and phone number where complainant can be reached.
  - b) The Code Enforcement Officer
  - c) If the office is closed the Mayor can be called.
  - d) For all emergencies, contact the Pawnee County Sheriff's Office.

**A Citizen Complaint Form will need to be filled out, signed and dated.**

**Calls will be forwarded to the Code Enforcement Officer.**

3. Each household in The City of Rozel will be notified by postcard or letter that a Code Enforcement Officer has been hired and the numbers to call for code violations.
4. The Code Enforcement Officer shall be responsible for:
  - a) recording and filing all complaints,
  - b) follow up on all complaints
  - c) hand out citations
  - d) communicate with Pawnee County Humane Society for animal control
  - e) communicate with Municipal Court Judge to set up court sessions
  - f) be present at court sessions
5. The Code Enforcement Officer shall receive payment per hour (this includes mileage) with a one hour minimum. Thereafter hours will be paid in quarter of hour increments. The Code Enforcement Officer shall receive compensation biweekly on current city payroll schedule.
6. The Code Enforcement Officer shall have the use of a city vehicle when on duty for the City of Rozel.
7. The Code Enforcement Officer shall be directly responsible to the Mayor.

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Name

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Date