

Part-Time Code Enforcement Officer

The Town of Spruce Pine is seeking a dedicated and self-driven professional to undertake technical responsibilities in the administration and enforcement of municipal codes. The Code Enforcement Officer will play a crucial role in ensuring adherence to the Town Code and Zoning Ordinance, addressing violations related to properties and public nuisances. This is not a law enforcement position. Part-time hours will total less than 1000 per calendar year.

Applicants should possess a general understanding of zoning regulations. The ability to identify compliance issues is essential. Candidates must demonstrate proficiency in establishing effective working relationships with property owners. A full job description is available on the Town's website, www.townofsprucepine.com, or at the Spruce Pine Town Hall.

Minimum qualifications include a high school diploma or GED, along with relevant experience in planning, code enforcement, or related fields. Experience in roles such as Building Code Official or Zoning Code Official is advantageous. Possession of a valid driver's license in the State of North Carolina is required.

Applications, cover letters, and/or resumes may be emailed to manager@sprucepine-nc.gov, or mailed to:

Town Manager
Town of Spruce Pine
PO Box 189
Spruce Pine, NC 28777

Applications will be accepted until the position is filled. The Town of Spruce Pine is an equal opportunity employer.