

# **The Town of Holland**

*is seeking to fill the position of*

## **Deputy Code Enforcement Officer**

This is a highly responsible part-time position involves the enforcement of all building and property use codes in the Town of Holland. The employee in this position will work closely with the Code Enforcement Officer and conduct field investigations; inspect properties for violations; make contact at the residence or business to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to remedy, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances. Initial training will be provided, and annual in-service training will be required. Hours will be approximately 6-12 per week but will vary based on caseload. Salary will be based on experience and completion of training, \$6,000.00 - \$7,500.00 annually.

***Please submit a Letter of Interest  
and Resume by June 30th, to  
Jill Dix, Town Clerk  
PO Box36  
47 Pearl Street,  
Holland, NY 14080***