

**CITY OF LEAD
JOB DESCRIPTION
ORDINANCE ENFORCEMENT
OFFICER**



JOB SUMMARY

The City of Lead offers an opportunity to serve a historic and growing community in the northern Black Hills. This position provides meaningful, hands-on involvement in public safety, neighborhood quality of life, community appearance, and the fair and consistent enforcement of City ordinances. The City values practical experience, professionalism, sound judgment, and a collaborative approach to public service.

The City of Lead Ordinance Officer is responsible for investigating and addressing violations of City ordinances and related municipal requirements. The position responds to citizen complaints, conducts field inspections and investigations, documents violations, communicates requirements to property owners and occupants, and follows cases through to compliance. The Ordinance Officer works under the direction of the Building Inspector and coordinates with the Police Department, other City departments, outside agencies, and the public as appropriate.

This position requires strong communication skills, attention to detail, professionalism, and the ability to work independently while handling potentially difficult or sensitive situations. The successful candidate will be comfortable working both in the field and in an office environment and will approach enforcement with consistency, fairness, and a problem-solving mindset.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Ordinance Officer performs the following duties, including but not limited to:

Ordinance Enforcement and Field Investigations

- Perform field and office work in support of the City of Lead's ordinances, including matters involving public health, safety, property conditions, public nuisances, parking, animals, and other matters of public concern.
- Receive, review, and respond to citizen complaints and reports from City departments, other agencies, and members of the public concerning alleged ordinance violations.
- Conduct field investigations by foot or vehicle and inspect properties, businesses, public areas, and other locations for potential violations.
- Document violations accurately, including the applicable ordinance number, description of the violation, location, photographs or other supporting evidence, and steps necessary to achieve compliance.
- Attempt to make contact with property owners, occupants, or responsible parties when appropriate and explain the nature of the violation and the corrective action required.
- Issue and post warning notices, notices of violation, corrective notices, orders to comply, parking citations, and other enforcement documents as authorized.

- Establish reasonable compliance timelines consistent with City requirements and conduct follow-up inspections, correspondence, telephone calls, meetings, and other activities necessary to gain compliance.

Case Management and Legal Support

- Maintain accurate, organized, and complete case files for complaints, inspections, notices, enforcement actions, photographs, correspondence, and other related records.
- Prepare clear and accurate reports, memoranda, correspondence, evidence, and other documentation related to ordinance enforcement activities.
- Prepare evidence and supporting documentation for legal action taken by the City of Lead and appear at administrative hearings or in court and provide testimony when required.
- Research City ordinances and related requirements to support investigations and enforcement decisions.

Communication and Public Service

- Communicate clearly, respectfully, and professionally with property owners, residents, business owners, contractors, visitors, City employees, elected officials, and the general public.
- Serve as a resource to residents and businesses by explaining applicable City requirements and available steps for resolving violations.
- Handle difficult or contentious situations professionally, using sound judgment and de-escalation skills while maintaining the integrity of the enforcement process.
- Coordinate with the Police Department and other City departments when violations overlap with public safety concerns or require additional assistance.
- Work cooperatively with outside agencies and organizations when their involvement is necessary to address a complaint or achieve compliance.

Administrative and Departmental Support

- Enter, process, maintain, and retrieve complaints, inspection, enforcement, and case information using City computer systems and software.
- Conduct research and provide documentation or information requested for staff, meetings, hearings, or other official City business.
- Assist the Building Inspector with enforcement-related activities and other departmental responsibilities as directed.
- Perform other duties and tasks assigned by the Building Inspector or City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this position successfully, an individual must possess the following:

- Knowledge of City of Lead municipal ordinances and the principles and procedures of ordinance enforcement.
- Knowledge of basic recordkeeping, documentation, investigation, and case-management practices.
- Knowledge of customer service principles and professional public communication.
- Working knowledge of animal control requirements and related City procedures.

- Ability to interpret ordinances and apply established requirements consistently and fairly.
- Ability to conduct field investigations, gather facts, document conditions, and maintain accurate records.
- Strong written and verbal communication skills, including the ability to explain requirements clearly to members of the public.
- Ability to work independently, manage multiple cases and priorities, meet deadlines, and exercise sound judgment.
- Ability to remain professional and composed when dealing with difficult, emotional, or confrontational situations.
- Ability to work collaboratively with City staff, elected officials, law enforcement, outside agencies, and the public.
- Proficiency with Microsoft Office and the ability to learn City software and recordkeeping systems.

CERTIFICATIONS AND TRAINING REQUIREMENTS

- High school diploma or equivalent required.
- One year of experience involving public relations, customer service, code or ordinance enforcement, inspections, investigations, animal control, municipal government, or a related field is preferred.
- Municipal government experience is highly desirable.
- Experience working with the public in situations requiring discretion, professionalism, conflict resolution, or enforcement is preferred.
- Equivalent combinations of education, training, and experience may be considered.

QUALIFICATIONS, TRAINING AND EXPERIENCE

- High school diploma or equivalent required.
- One year of experience involving public relations, customer service, code or ordinance enforcement, inspections, investigations, animal control, municipal government, or a related field is preferred.
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- Equivalent combinations of education, training, and experience may be considered.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described below are representative of those required to successfully perform the essential functions of this position. Reasonable accommodation may enable individuals with disabilities to perform essential job functions.

- **Work Schedule:** Forty (40) hours per week, with additional hours as situations demand. Flexibility may be required for meetings, training, hearings, special assignments, emergencies, and other City-related activities outside normal business hours.
- **Work Environment:** Combination of office work and frequent field work, including travel from site to site, residential and commercial properties, public areas, and outdoor environments.
- **Weather and Conditions:** Employee may be exposed to noise, dust, inclement weather, uneven terrain, traffic, animals, and other conditions encountered during field investigations.
- **Physical Requirements:** Ability to stand, walk, bend, climb, operate office equipment, operate a vehicle, conduct field inspections, and verbally communicate to exchange information.
- **Work Independence:** Ability to work alone in the field while maintaining appropriate communication with the Building Inspector or other City personnel.

SALARY AND BENEFITS

Hourly wage is based on qualifications and experience. The City of Lead offers a competitive benefit package including South Dakota Retirement System retirement benefits, health insurance, dental and vision insurance, and life insurance.

The City also offers paid time off including vacation, sick leave, and personal days, along with flexible scheduling where operational needs allow. Additional training, support, and professional development opportunities are available, including job-related certification and continuing education.