



CITY OF ANNA MARIA
PART-TIME PARKING AND CODE ENFORCEMENT OFFICER

Essential Duties and Responsibilities

This position will perform office duties, investigation and field work involving the enforcement of the codes, laws and regulations of the City of Anna Maria. The position includes issuing parking tickets, performing code enforcement inspections, issuing code enforcement citations and notices as required and responding to complaints and inquiries. The position requires working evenings, weekends, holidays and primarily consists of working outdoors.

This classification does not directly supervise but may train other staff if necessary.

Requirements

- Attend parking enforcement training and obtain certification within 2 months of hire date.
- A valid driver's license and exemplary driving record.
- Ability to work evenings, weekends, and holidays.
- Must be willing to work outdoors in all weather conditions.

Desired Qualifications

Code enforcement experience/certification
Excellent customer service skills
General office skills
Flexible schedule

Application is posted on the City website: www.cityofannamaria.com. Must send application with cover letter and resume to amclerk@cityofannamaria.com.