

# **TOWN OF NEW LISBON LAND USE ENFORCEMENT OFFICER JOB DESCRIPTION**

1. The Land Use Enforcement Officer (hereafter referred to as Officer) will be an employee of the Town of New Lisbon (hereafter referred to as Town) and reports to the New Lisbon Town Board.
2. The Officer's primary responsibility will be to enforce Town laws, but also will notify appropriate Otsego County, State of New York, or United States agencies of any apparent violations.
3. A monthly report of activities will be required to be submitted to the Town Clerk, who will provide copies to the Town Board and Planning Board Chairman.
4. The Officer will be willing and able to attend meetings of the New Lisbon Town Board and New Lisbon Planning Board if requested.
5. The Officer will receive a copy of all Town of New Lisbon land use local laws as well as any future updates. Some knowledge of County, State, and Federal land use laws and NY SEQRA is preferred.
6. The Town Clerk will provide the Officer with copies of all documents, such as building checklists, building permits, site plan applications and subdivision applications, that he/she may utilize while carrying out his/her responsibilities.
7. When carrying out his/her duties, the Officer will carry proper identification.
8. The Officer shall periodically drive on all Town roads to observe whether any new land use activity has been undertaken.
9. The Officer shall receive complaints of violations of Town laws and /or make complaints based on his/her own examination, inspection or knowledge. A written notice will be served on the owner or occupant when there appears to exist a violation.
10. The Officer will have the authority to enter upon, examine or inspect, with reasonable arrangements with the owner, any land, building or structure which is subject to the provisions of Town laws. A written report will be prepared for each case handled.
11. The Officer shall be authorized to perform any other administrative or enforcement duties as specified in the Town's land use laws.
12. The Officer will make an attempt to advise property owners of how to correct their violations, but will be prepared to issue tickets for violations of Town laws and prosecute in local court for the Town when there is non-compliance.
13. The Land Use Enforcement Officer will be paid a fixed monthly salary as agreed upon when hired, along with approved travel and office expenses.