

ORDINANCE 2017-_____

**AN ORDINANCE AMENDING ORDINANCE 2005-08 & ORDINANCE 2010-01
ESTABLISHING AND CONSOLIDATING THE POSITIONS OF CIVIL
ENFORCEMENT OFFICER AND COMMUNITY SAFETY COORDINATOR**

WHEREAS, the City of Olive Hill, through its Ordinances, Personnel Handbook, and Appendixes thereto has established the positions of Community/Safety Coordinator and Civil Enforcement Officer; and

WHEREAS, the City deems it necessary and appropriate to amend the same to establish a new position to carry out all duties of Community/Safety Coordinator and Civil Enforcement Officer

NOW, THEREFORE be it ordained by the City of Olive Hill as follows:

1. The positions of Community/Safety Coordinator and Civil Enforcement Officer are hereby consolidated.
2. The consolidated positions herein shall be classified as 23 as set forth in the Personnel Employee Handbook.
3. The minimum qualifications shall include a Bachelor's Degree in public administration, business administration or related field. A minimum of two years' experience in a similar related work capacity may be substituted for a college degree. Excellent verbal and written communication skills and experience are essential and required.
4. Job duties and responsibilities include:
 - a. Research and seek out available governmental programs, grants, loans and/or other similar monetary resources available to the City;
 - b. Endeavor to procure all such resources for the benefit of the City, including necessary communications, attending seminars or similar programs, making and filing applications for grants, loans, and letters of intent, performing all follow up work necessary for obtaining same and other similar activities;
 - c. Obtain necessary training and certification to act as the City's Safety Officer and perform all necessary and required duties of Safety Officer; and
 - d. Carry out the duties of Civil Enforcement Officer which includes the former duties of Floodplain Manager, Building Inspector, Zoning Enforcement Officer, and Code Enforcement Officer.

Any Ordinance inconsistent with this Ordinance shall be repealed and deemed null and void.

This Ordinance shall become effective upon passage and publication as required by laws of the Commonwealth of Kentucky and all other applicable provisions.

This 20 day of June, 2017.


JERRY CALLIHAN, MAYOR

Attest:


ANGELA OWENS, CITY CLERK

First reading: 5/16/17

Second reading: 6/20/17

Published: 6/23/17