



PLEASE NOTE THAT PROCESSING YOUR APPLICATION WILL BE DELAYED IF YOU FAIL TO COMPLETE THE ATTACHMENTS IN THEIR ENTIRETY.



Returned Date: _____

Received By: _____

TOWN OF NORTH EAST, MD

NOTICE TO APPLICANTS

[Screening tests for illegal drug use may be required as a condition of employment]

Feel free to submit a resume with your application. However, the resume should not be submitted in place to completing this application.

APPLICATION FOR EMPLOYMENT

POSITION APPLING FOR (Please check position): CODE COMPLIANCE OFFICIAL W/ PORT DEPOSIT AND NORTH EAST

Regular Full-Time X Temporary _____ Emergency _____ Contractual _____

How did you learn of this employment opportunity with the Town? _____

Are you currently employed by the Town of North East? Yes _____ No _____ If yes, what Department? _____

Have you ever worked for the Town of North East? Yes _____ No _____ If yes, when? _____

Town Policy prohibits employment of an immediate family member into a position supervised by a relative. Do any members of your family work for the Town of North East? Yes _____ No _____ if yes, please indicate name and the position they hold _____

PERSONAL DATA

NAME _____
(Last) (First) (Middle)

List any other name under which your educational or work records may appear _____

Address _____
(Street) (City) (State) (Zip Code)

Email Address _____ Last 4 digits of Social Security No. _____

Home Phone No. _____ Ok to leave a message? Yes _____ No _____

Cell Phone No. _____ Ok to leave a message? Yes _____ No _____

When is the best time to contact you? _____

Do you have a valid driver's license? Yes _____ No _____ Class: A _____ B _____ C _____ ID Card _____
(This information must be provided when a driver's license is required)

License No. _____ Expiration Date _____

If not MD state Issuing State _____ Expiration Date _____

Are you legally eligible for employment in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment) Yes [] No [] If no, please explain:

As an Equal Opportunity Employer, the Town of North East does not discriminate in hiring or other terms and conditions of employment regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or any other reason prohibited by federal, state, or local law.

Americans with Disabilities Act: No qualified individual with a disability shall on the basis of the disability, be subjected to discrimination in employment under any service, program, or activity conducted by the Town of North East. It is also essential that the Town will not compromise safety in any of their hiring practices. The Town of North East will make all reasonable accommodations with regard to employment of individuals with disabilities. The Town will not discriminate in any way toward any employee with regard to employment related activities (i.e.; hiring, firing, tenure, layoffs, leave, etc.). No employee will be discriminated against for his or her association or relationship to any disabled person.

[INTENTIONALLY LEFT BLANK]

EDUCATIONAL DATA

Did you successfully complete?	Circle Highest-Grade Successfully COMPLETED				Name and Address of Last Elementary and High School Attended and Course of Study
Elementary yes ☐ no ☐	1	2	3	4	_____
Junior High yes ☐ no ☐					_____
Senior High yes ☐ no ☐	5	6	7	8	If you did not graduate from high school, have you received a GED? Yes ☐ No ☐
Date Graduated: _____	9	10	11	12	If yes, give # _____

COLLEGE OR UNIVERSITY

Name and Address of College, University or Professional School and Course of Study	Degree Received and Major	Number Semester Hours	Years Completed	Completion Date

OTHER TRAINING

Name and Address of School	Subjects Studied	Years Completed	Did you finish the course?
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

Do you currently serve in the Military or are you a Veteran? Yes _____ No _____

Typing/Keyboarding: _____ w.p.m. Shorthand: _____ w.p.m. (if applicable to position for which you are applying)

List any licenses and/or certificates that you possess which relate to the position for which you are applying. If you are applying for a position which requires driving a Town vehicle, please note the Driver's License Number and Class in which you possess a valid license.

LIST MACHINES and/or EQUIPMENT YOU CAN OPERATE (if applicable to job for which you are applying)

ADDITIONAL INFORMATION _____

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? (The Town of North East adheres to the principles of the Americans with Disabilities Act).

Yes [] No [] If no, please list the accommodation(s) you feel would be necessary to allow you to perform these functions:

EMPLOYMENT RECORD DATA

Give employment record as completely as possible starting with your present or last employer.

(Include Military Service) Attach additional sheets if necessary.

1. Employer		Address	
Type of Business	Reason for leaving/ (wanting to leave)	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

2. Employer		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

3. Employer		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

4. Employer		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

PERSONAL REFERENCES

<u>Name</u>	<u>Address</u>	<u>Relation to Applicant</u>	<u>Occupation</u>	<u>Telephone Number</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

How soon can you report to work? _____

If employed, are you willing to accept the approved salary for the job? _____

Do you have a valid driver's license? Yes _____ No _____ N/A _____ This information must be provided if a driver's license is a minimum requirement. Please select the license class. Non-drivers should provide information from state-issued identification card, if available.

Class: A _____ B _____ C _____ ID Card _____ Other _____

Out of State License Class: _____ Issuing State: _____

License Number: _____ Expiration Date: _____

I authorize the Town of North East to investigate any and all statements made in this Employment Application. If in the judgment of the Town, any misrepresentation has been made herein or the results of the investigation are not satisfactory, an offer of employment may be withdrawn; and, if I am already employed, my employment may be terminated immediately.

I voluntarily consent to allow the Town of North East or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality, including information of a confidential or privileged nature.

Date_____ Applicant Signature _____

I understand that if I am selected for an appointment to a position with the Town of North East I will be required to have a physical examination, including drug screen, on the basis of which I may or may not be accepted for employment.

Date_____ Applicant Signature _____

MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON
THIS FORM. IF YOU HAVE NOT FILLED IT OUT COMPLETELY, IT
MAY RESULT IN THE REJECTION OF YOUR APPLICATION.

EMPLOYMENT APPLICATION POLICY

This employment application will be considered for the specific position opening only. All employment applications shall be retained for a period of four (4) years.

RETURN TO:

**Town Administrator
106 South Main Street
North East, Maryland 21901-0528**



AFFIRMATIVE ACTION
EQUAL EMPLOYMENT OPPORTUNITY

The Town of North East is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, marital status, military status, or the presence of any non-job-related medical condition or disability. Please keep in mind the questions contained in this application are not intended to be discriminatory based on any non-job information.

The information requested below is voluntary and will be used to complete statistical reporting required to analyze our applicant flow. It will be separated from your application and will have no effect on the disposition of your application. Thank you for your cooperation.

Position Applied: _____

Date: _____

Sex: Male: _____ Female: _____

Race/Ethnic Identification:

_____ White/Caucasian, Indo-European, Pakistani, East Indian

_____ Black/African American, Jamaican, Trinidadian, West Indian

_____ Hispanic, Mexican, Puerto Rican

_____ American Indian, Alaskan Native

_____ Asian, Pacific Islander



VERIFICATION OF EMPLOYMENT

Town of North East
Attn: Town Administrator
106 S. Main Street, North East, MD 21901
410-287-5801

A – Employee *(Complete Section A only, Print all information)*

Current/Former Employer Name _____

Current/Former Employer Address _____

Telephone No. _____

APPLICANT NAME	IF THIS NAME DIFFERS FROM NAME USED AT YOUR PREVIOUS EMPLOYMENT, PLEASE INDICATE NAME USED	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER

THE FOLLOWING INFORMATION IS REQUIRED FOR VERIFICATION BY YOUR FORMER EMPLOYER

DEPARTMENT	JOB TITLE	BASE SALARY AMOUNT	BONUS AMOUNT	OTHER COMPENSATION i.e. car allowance, etc.	EMPLOYMENT DATES FROM: TO:	
Reason for Leaving						
Release of Information Authorization	Applicant Signature: _____				Date: _____	
Town of North East	Personnel Representative: _____				Date: _____	

B – Former Employer *(Please complete this section for the above individual who has applied for employment with the Town of North East and return in the enclosed envelope)*

COMMENTS	CIRCEL ONE
WAS THE JOB TITLE AS STATED?	YES NO
WAS THE BASE SALARY AS STATED?	YES NO
WAS THE BONUS AS STATED?	YES NO
IS THE PERIOD OF EMPLOYMENT AS STATED?	YES NO
IS THE REASON FOR LEAVING CORRECT?	YES NO
WOULD YOU REHIRE THIS INDIVIDUAL?	YES NO
OTHER COMMENTS:	
FORMER EMPLOYER SIGNATURE:	TITLE: DATE: TELEPHONE NUMBER:



MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST

JOB DESCRIPTION – CODE COMPLIANCE OFFICIAL

DEPARTMENT

Planning and Zoning

JOB TITLE

Code Compliance Official

NATURE OF WORK

- The Code Compliance Official performs professional, technical, and the administrative day-to-day work necessary to implement the activities and duties related to code compliance, zoning compliance, and permit compliance.
- The employee shall perform inspections to assure compliance with the Town of North East Charter, Code of Ordinances, Zoning Ordinance, and Subdivision Regulations (“Codes”). This position requires working with the public to provide education and guidance concerning enforcement of the Codes with the ultimate goal of compliance without the necessity of the court system.
- Prepares written and electronic inspection reports outlining the required corrective actions based on inspections or other violations; issues violation notices of infractions when appropriate; enters data into Town’s database/electronic files; and maintains files that are legally defensible records of all inspections and code violations.
- The employee organizes work, sets priorities, resolves problems, improves and streamlines processes when possible, and exercises sound, independent judgment within established guidelines. Work is reviewed and measured through written and verbal communications, observation of results achieved, customer service standards, periodic reports, and performance appraisals.
- This position shall also provide general administrative assistance to the Director of Planning such as filing, correspondence, record keeping, creation of and maintaining a non-conformity zoning database.
- This position shall also provide general administrative assistance to the Director of Planning associated with amendments to the North East Zoning Ordinance and the North East Comprehensive Plan.

SUPERVISION

This is not a supervisory position.

EXAMPLES OF WORK

- Examples of Code of Ordinance Violations typically include but are not limited to: Grass or weed height, unregistered vehicles on private property, abandoned, discarded objects or equipment such as furniture, tools, cans, containers, lumber, trash, junk or debris. Compost piles attracting rodents, etc. partially dismantled, wrecked, junked, or discarded vehicles.
- Examples of enforcement of the North East Zoning Ordinance may include inspection of the installation of fences, signs, pools, driveways, or structures to verify compliance with prior town authorization or to verify the required Town approval was issued prior to work commencing.

- Example of Critical Area inspection: verify Best management practices and/or landscape installation occurred pursuant to Town approval. Verify the Town/State Critical Area regulations are followed regarding tree removal within the State's Critical Area.
- Example Floodplain inspection: verification of flood venting when required.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles and practices of comprehensive code compliance programs and methods as applicable to a municipal government.
- Basic knowledge of the geography of the Town including the general location of residential, commercial, and industrial properties.
- Knowledge of applicable Town ordinances and regulations.
- Ability to research federal, state, and local laws, rules, policies, and regulations.
- Skill and ability in operating standard office equipment including a personal computer and in using program applications appropriate to assigned duties and responsibilities, including Microsoft Office Suite (Word, Excel and GMAIL), code compliance tracking/permitting software.
- Skillful business letter writing.
- Skill and ability in utilizing the principles and techniques of customer service in responding to inquiries, complaints, and requests.
- Skill and ability in interacting with a wide range of people of diverse backgrounds.
- Ability to communicate applicable codes, ordinances, policies and other regulatory requirements effectively to residents, and the community.
- Ability to exercise sound, independent judgment and technical knowledge to evaluate and analyze situations, make recommendations, and make decisions/solve problems within scope of responsibility.
- Ability to simultaneously coordinate and manage multiple projects, to conceptualize, prioritize, and organize tasks and objectives in order to meet firm deadlines, and to shift priorities when customer needs change.
- Ability to read and interpret maps (Cecil County GIS maps, Critical Area maps, FEMA maps and Zoning maps), aerial photographs, plans, and legal descriptions.
- Ability to prepare, maintain and present cases in court.
- Ability to prepare and present accurate, logical, and reliable oral and written reports, recommendations, and presentations following necessary research and analysis.
- Ability to communicate complex ideas clearly, concisely, and effectively, in oral, written, and electronic formats, including explaining complicated and technical information in a user-friendly manner.
- Ability to actively listen to and understand information and ideas presented verbally.
- Ability to represent the department and the Town in a professional manner.
- Ability to give, understand, interpret, and execute oral and written instructions such courteous conversations and professional letters and reports.
- Ability to deal constructively with conflict and develop effective resolutions.
- Ability to maintain accurate files and records.
- Ability to meet schedules and deadlines.
- Ability to work with a high degree of accuracy and attention to detail.
- Ability to effectively and discreetly manage and/or handle confidential or sensitive information and documents.
- Ability to meet and deal tactfully with the public.

- Ability to respond to inquiries, complaints, and requests for service, resolve disputes, and enforce ordinances and regulations with firmness, tact, and impartiality.
- Ability to handle emergencies and make quick and sound decisions.
- Ability to operate a Town vehicle, obey all traffic laws, and observe safety regulations.
- Ability to work independently and/or with coworkers using teamwork approaches.
- Ability to fulfill all duties with ethical conduct, individual initiative, creative problem solving, responsive service, and personal integrity.
- Ability to demonstrate professional work habits including reliability, dependability, punctuality, adaptability, creativity, and enthusiasm for the job.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to interact professionally and cooperatively, establish, and maintain effective working relationships with all those encountered in the course of work.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- While performing the duties of this position, the employee is regularly required to sit (including at a computer screen), walk, and stand for extended periods, and is frequently required to drive on surface streets, climb stairs, balance, stoop, kneel, squat, crouch, bend, twist, reach, traverse uneven terrain on foot.
- The employee must occasionally lift, carry, and/or move objects and/or materials weighing up to 25 pounds in the performance of daily job duties.
- Hearing is required to perceive information at normal spoken word levels, to receive detailed information through oral communication, and/or to make fine distinctions in sound, both in person and by telephone.
- The employee works primarily indoors in a typical office environment, some work will be performed outdoors in seasonal temperatures and various weather conditions where the employee may be subject to temperature extremes.
- Noise level in the office work area is typical of most office environments with telephones, personal interruptions, and background noises. Noise level is moderate to loud when performing inspections or other site work.
- The employee may interact with distressed or confrontational customers when interpreting and enforcing codes, laws, and ordinances.
- The employee must travel to various locations in the Town to perform site and field inspections.

QUALIFICATIONS REQUIRED:

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill, and/or ability required.

EXPERIENCE REQUIRED:

Education: High School Graduate or have G.E.D.

Experience: Prior knowledge and experience in working with codes, ordinances, and/or regulations.

LANGUAGE SKILLS:

Ability to communicate professional both orally and in writing, read, write, and understand English at a level necessary for efficient job performance.

LICENSES AND OTHER REQUIREMENTS:

Shall possess and maintain a valid driver's license. Shall have and maintain a driving record acceptable to the Town's Risk Manager.

EXEMPT:

- This is a Non-Exempt position.
- This is a part-time position as defined in the Town's Personnel Manual.

REPORTS TO:

Director of Planning or Zoning Administrator in the Director's absence.

SALARY LEVEL:

Level 1 \$18.50 to Level 15 \$27.9832 (DOQ)

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.

Adopted Resolution No. R-2025-10-01

Effective Date: October 22, 2025



JOB DESCRIPTION ACKNOWLEDGMENT

I, _____ hereby acknowledge and affirm that I have read and understand the attached job description created or revised by Resolution 2025-10-01 dated October 22, 2025 for the position of *Code Compliance Official*.

Signature

Date