

**Job Title:** Part-Time Ordinance Enforcement Officer  
**Location:** Howell Township, Michigan  
**Department:** Code Enforcement

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#### **Position Overview:**

Howell Township is seeking a dedicated and proactive Ordinance Enforcement Officer to join our team. The Ordinance Enforcement Officer will be responsible for investigating, documenting, and enforcing violations of municipal ordinances. This position plays a crucial role in ensuring compliance with local laws and regulations, contributing to the safety and well-being of the community.

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#### **Key Responsibilities:**

- **Investigate Ordinance Violations:** Monitor and investigate complaints related to ordinance violations in the community, including zoning, public safety, and health regulations.
  - **Issue Violation Notices:** Provide notices to individuals or entities in violation of municipal ordinances and ensure they are informed of required corrective actions.
  - **Serve Appearance Tickets:** Issue and serve appearance tickets as authorized by Public Act 147 of 1968 (MCL 764.9c), directing violators to attend court proceedings.
  - **Issue Citations:** Enforce municipal code violations by issuing citations in accordance with Public Act 12 of 1994 (MCL 600.8701, et seq) and the Township's Civil Infractions Ordinance.
  - **Court Representation:** Represent the municipality in judicial or quasi-judicial proceedings, assisting in the prosecution of ordinance violations.
  - **Additional Duties:** Perform other ordinance enforcement tasks as delegated by the supervisor or municipal leadership.
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#### **Required Qualifications:**

- High School Diploma or equivalent; some college coursework or certifications in law enforcement or public administration preferred.
- Previous experience in code enforcement, law enforcement, or a related field preferred.
- Knowledge of municipal ordinances, regulations, and enforcement procedures.
- Strong written and verbal communication skills.
- Ability to work independently and handle multiple tasks simultaneously.

- Ability to interact professionally with the public, local officials, and other stakeholders.
  - Valid Michigan Driver's License and a good driving record.
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**Preferred Skills:**

- Certification in Code Enforcement or a related field.
  - Experience with court proceedings related to ordinance enforcement.
  - Familiarity with the specific ordinances and regulations of Howell Township.
  - Conflict resolution and negotiation skills.
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**Salary and Benefits:**

- **Salary Range:** Part-time, salary to be determined
  - **Hours:** Flexible
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**Application Instructions:**

Interested candidates should submit a resume and cover letter to **Howell Township HR, 3525 Byron Rd., Howell, MI 48855** or for questions, please get in touch with Sue Daus @ 517-546-2817 ext 106 by August 31, 2025.

*(Howell Township is an equal opportunity employer.)*