

**Tuscola Township Blight Enforcement Officer  
Job Description**

The Blight Enforcement Officer is an employee of local government, appointed by the township board. Under the direction and supervision of the Tuscola Township Board, the Blight Enforcement Officer administers the township blight ordinance, as written, without authority to deviate from the ordinance.

**A. Ordinance Enforcement**

1. Drive all roads in the township every month and identify and document blight visible from the road.
2. Investigate alleged blight and advise landowners of necessary corrective measures. Keep an inventory of said violations, including dated photographs.
3. Assist the township attorney with any information, follow up inspection, or photographs requested.
4. If requested by the township attorney, file and sign a complaint and a warrant for a misdemeanor in front of the magistrate at the Tuscola County Courthouse.
5. If the case goes to trial, testify on behalf of Tuscola Township.

**B. Office Administration**

1. Maintain a file of all township documents at the township hall including blight letters, etc.
2. Maintain a file of digital pictures of properties in the township, identified by parcel number.
3. Provide documentation for reimbursement of mileage and expenditures.
4. At Township Board meetings, provide written monthly and annual reports which include: activity log, complaints, and blight list.

**C. Public Relations, Availability, Professional Development**

1. Work and communicate with township officials and the public with appropriate etiquette and diplomacy.
2. Be accessible to the public. Assist residents on any questions they might have regarding complaints, blight, etc.

**D. Supervision**

1. Responsible to the Township Board
2. Township Supervisor shall be considered the immediate supervisor
3. Performance Review with the Township Board six months after hire, and then annually

**Employment Qualifications**

**Required Minimum Qualifications:**

1. High school diploma or GED equivalent
2. Current, valid Michigan driver's license and reliable transportation
3. Ability to read and identify property parcel numbers
4. Basic computer and digital photography skills
5. Good organizational skills
6. Criminal Background Check

The duties listed here are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Upon termination of employment, the Blight Enforcement Officer will, within seven days, return to township hall all material associated with the position. Materials include: all records, maps, manuals, cameras, and other materials purchased/belonging to the township.

The hours of work and compensation shall be set by the Township Board and reviewed yearly.