

ORDINANCE NO. 907 AC CMS

AN ORDINANCE CREATING THE POSITION OF CODE
ADMINISTRATOR FOR THE CITY OF OBERLIN AND
DECLARING SAME AN EMERGENCY

WHEREAS, the City of Oberlin has successfully conducted a temporary code enforcement program for the past year; and,

WHEREAS, the City has a proven need for a Code Administrator on a permanent basis; and,

WHEREAS, the Public Employment Act funds are no longer available to the City of Oberlin for this position,

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Oberlin five-sevenths (5/7ths) of all members elected thereto.

SECTION 1. There is herewith created the permanent position of Code Administrator for the City of Oberlin with the following duties and job description.

Under the direction and supervision of the City Manager, the Code Administrator will be responsible for performing all housing inspections. These inspections will be performed under the following conditions:

1. At the time of any new housing construction or rehabilitation.
2. At the time of any existing houses being resold.
3. At the time of any change of occupancy.
 - a. Change of occupancy for rented unit.
 - b. Conversion of a single-family home to multi-family dwelling.
4. At any time for vacant units.
5. At any time upon the request from a renter occupying a housing unit.
6. At any time at the request of the City Manager with the concurrence of Council.

The Code Administrator will be responsible for the enforcement and/or coordination of all the following Codes, Ordinances and Regulations:

--Building Code	--Zoning Ordinance
--Housing Code	--Weed Control Ordinance
--Junked Car Ordinance	--Sign Control Ordinance
--Fair Housing Ordinance	--Rooming House Regulations

It is not the intent of this ordinance to allow during the enforcement of the above rules and regulations a condemnation order to be placed upon a dwelling unit which is occupied at the time of the order.

The Code Administrator shall be the staff member responsible to the Housing Renewal Commission. He shall also act as staff support on specific matters to the Planning Commission and Zoning Board of Appeals.

The Code Administrator will be responsible for the implementation of the City's affirmative action plan for equal opportunity in housing and employment.

SECTION 2. The Code Administrator shall be appointed by the City Manager and shall be in the classified Civil Service, non-competitive due to the qualifications of the position. The qualifications for the position shall include a knowledge of building layout and design and some engineering experience. It is further expected that a demonstrated sensitivity to the special needs of low-income and minority groups be a criteria to be considered during the selection process for this position.

SECTION 3. The salary range for this position shall be Pay Range 16.

SECTION 4. All former ordinances and parts thereof in conflict with this Ordinance be and the same are hereby repealed.

SECTION 5. This Ordinance is hereby declared to be an emergency measure necessary to the immediate preservation of the peace safety and welfare of the citizens of Oberlin, Ohio, to-wit:

"To provide for the protection of the health, and safety of the citizens by Code-enforcement and inspection,"

and shall be in full force and effect immediately upon passage.

PASSED: January 4, 1973 - Emergency

ATTEST:

Eugene F. Chamber
CLERK OF COUNCIL

Richard S. Thurn
CHAIRMAN OF COUNCIL

POSTED: January 5, 1973