

Rik Kowall, Supervisor  
Anthony L. Noble, Clerk  
Mike Roman, Treasurer



Trustees  
Scott Ruggles  
Steve Anderson  
Andrea C. Voorheis  
Liz Fessler Smith

## WHITE LAKE TOWNSHIP

7525 Highland Road • White Lake, Michigan 48383-2900 • (248) 698-3300 • [www.whitelaketwp.com](http://www.whitelaketwp.com)

### **White Lake Township Job Opening Ordinance Officer**

White Lake Township is accepting applications for a full-time Ordinance Officer. This full-time position reports to the Community Development Director and is responsible for enforcement of the township ordinances. The Ordinance Officer receives and investigates complaints and enforces zoning, signage, anti-blight and litter ordinances, junk vehicle ordinances and other nuisance codes.

The Ordinance Officer will work closely with the township staff and township attorney to resolve violations. The Ordinance Officer conducts on-site inspections to determine the validity of complaints and violations. They will generate and serve notices of violation to violators and prepare and issue court citations and reports for formal presentations in court.

#### Qualifications:

- High School diploma or equivalency.
- Proficient in MS Office, MS Word and other essential Township computer programs.
- Valid driver's license and ability to operate Township vehicles as needed.
- Previous ordinance enforcement or law enforcement experience preferred.
- Strong organizational skills and communication skills are essential.

The salary range is \$60,442 to \$69,036 with a comprehensive benefit plan including BCBS medical, life insurance and dental and vision plans, flexible spending plan, Employee Assistance Program and deferred compensation plans. There is also a pension plan and generous paid time off including 14 paid holidays.

To apply for the position, please submit a cover letter, resume and completed job application to White Lake Township Attn: Human Resources 7525 Highland Rd. White Lake, MI 48383.

Applications and a complete job description can be found on the White Lake Township website at [www.whitelaketwp.com](http://www.whitelaketwp.com) Applications accepted will be accepted until April 4th, 2025 or until filled.

White Lake Township is an equal opportunity employer.

Posted March 17, 2025