

## **Subd. G. Duties of City Staff.**

1. **Duties of the Zoning Administrator.** The Zoning Administrator shall be appointed by the City Council. The Zoning Administrator shall enforce the provisions of this ordinance as provided herein; in addition to the duties and powers of the Zoning Administrator under this Ordinance, express or implied, the Zoning Administrator shall have the duty and power to:
  - a. Issue permits required by this ordinance.
  - b. Maintain all records necessary for the enforcement of this ordinance; including, but not limited to, all data, maps, amendments, rezonings, and conditional use permits, variances, appeal notices, certificates of occupancy, and applications thereof, nonconforming uses.
  - c. Receive, file and forward all appeals, notices, applications for variances, conditional use permits, certificates of occupancy, or other matters to the appropriate officials or boards.
  - d. Perform annual and/or periodic review of all conditional use permits.
  - e. Institute in the name of the City any appropriate actions or proceedings to enforce this Ordinance.
2. **Duties of the Building Official.** The Building Official shall enforce the provisions of this ordinance as provided herein; in addition to the duties and powers of the Building Official under this ordinance, express or implied, the Building Official shall have the duty and power to:
  - a. Conduct inspections of land, buildings or structures at reasonable times, to determine compliance with and enforce the provisions of this ordinance.
  - b. Perform all duties set forth in job description.