



POSITION:	Code Technician
DEPARTMENT:	Code
JOB TYPE:	Full-time
SALARY:	\$45,395 – \$68,546
POSTED:	07/25/2025
CLOSING DATE/TIME:	Until Filled

The City of Monroe is seeking a motivated & detail-oriented Code Technician. This position serves as a representative to the public by providing information & assistance related to local zoning, planning, code compliance, business licensing & permit issuance & other related regulations. Salary is commensurate with qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications & Experience:

- High school diploma or GED
- Associate's degree in a relevant field is *preferred*
- Minimum of three years of experience in licensing, permitting, planning, or another related field; or equivalent combination of related training and experience
- GSWCC Level IA Certification; or ability to obtain within 12 months of hire date

Skills & Abilities:

- **Administrative:** Strong attention to detail; proficient in processing licenses, permits & related applications; skilled in preparing reports & maintaining accurate records; experienced in using general office equipment & standard software; and able to manage administrative workflows while ensuring compliance with established procedures; demonstrates ability to provide oversight to other admin staff in supporting code functions
- **Technical:** Knowledge of, & ability to interpret & apply, local codes, ordinances, & related regulations; skilled in reading & understanding maps, plats, & site plans.
- **Communication:** Strong verbal & written communication skills for corresponding with the public; ability to clearly & professionally explain codes, regulations & procedures; and experienced in handling inquiries, complaints & concerns with professionalism.

Duties & Responsibilities:

- May oversee or provide guidance in coordinating the workflow & tasks of administrative staff within the Code Department
- Support the Code Department with daily operations
- Review, process & issue permits for various projects; provide public guidance on related regulations
- Schedule & coordinate inspections; serve as a liaison between inspectors, contractors, property owners & the public
- Calculate permit fees & process payments
- Review, process & issue applications for business licenses, renew & issue existing licenses; provide public guidance on related regulations.

*Applications are also available at & may be returned to City Hall, 215 N Broad St, Monroe, GA 30655. The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.

- Respond to public inquiries regarding permits, codes & procedures
- Prepare reports, correspondence & meeting materials as needed
- Attend required conferences and/or trainings
- Maintains accurate records for permits, inspections, business licenses & zoning files to ensure compliance with local and state laws
- Maintains filing systems & documentation for construction & code enforcement activities
- Performs other duties as assigned.

At the City of Monroe, we offer one of the most employee-friendly benefits packages around – designed to support your health, wellbeing, & future. For a complete list of benefits & to access the employment application, please visit the Job Opportunities section on our website. Completed applications may be returned to City Hall or to Sarah Johnson, Manager of Human Resource Development, at Sjohnson@MonroeGA.gov