

Milesburg Borough Ordinance Enforcement Officer - Now Hiring!

Are you passionate about community safety, law enforcement, and maintaining a harmonious living environment? Milesburg Borough is seeking a dedicated and responsible **Ordinance Officer** to help enforce local regulations and ensure the wellbeing of our community.

Position: Ordinance Enforcement Officer

Location: Milesburg Borough, PA

Job Type: Part-Time

Salary: \$350/month, plus mileage ~ approx. 15 hrs./month

Key Responsibilities:

- Enforce borough ordinances, including but not limited to, zoning, parking, property maintenance, and noise violations.
- Investigate complaints from residents and take appropriate action.
- Issue citations and warnings for violations.
- Educate the community on borough ordinances to encourage voluntary compliance.
- Interact with local law enforcement and government officials regarding ordinance enforcement.
- Maintain accurate records and documentation of violations and enforcement actions.
- Attend monthly Council meeting to give report related to ordinance enforcement.

Requirements:

- High school diploma or equivalent (Associate's degree or higher in criminal justice or a related field is a plus).
- Prior experience in law enforcement, code enforcement, or a related field is preferred but not required.
- Strong communication and interpersonal skills.
- Ability to work independently and exercise sound judgment.
- Knowledge of local ordinances and the ability to interpret and enforce them.

- Valid driver's license and reliable transportation.
- Must be able to handle conflict and work with a variety of community members.

How to Apply:

Candidates interested in applying should print the application form and submit it via email to milesborough@gmail.com, or send it by mail to PO Box 518, Milesburg, PA 16853. You also have the option to deliver it in person to the borough office located at 416 Front Street or deposit it in the drop-off box near the front entrance.

Please submit your application and resume by **July 1, 2025**.

For further inquiries or additional information, please reach out to us by phone at (814) 355-3583 or via email at milesburgborough@gmail.com.