

Administrative Hearing Officer
City of East Ridge, TN

The City of East Ridge is seeking proposals from Tennessee licensed attorneys to serve in the position of Administrative Hearing Officer (“AHO”) for the City as set forth under the provisions of Tennessee Code Annotated § 6-54-1001. The position of AHO has jurisdiction to hear violations of certain adopted Ordinances contained in the East Ridge City Code relating to building and property maintenance and zoning code violations. Additionally the position of AHO has jurisdiction to issue fines in excess of \$50.00 and up to \$500 per day per violation. The AHO is responsible for conducting hearings and making a determination regarding violations of the City Code. The AHO will provide professional services, including the work necessary for the effective handling of each administrative hearing. The number of hearings for the City is approximately bi-monthly. The AHO presides over the public hearing and hears testimony from both parties regarding the issues. Either at the hearing, or within ten (10) days of its conclusion, the AHO shall render a decision.

Proposals shall be submitted to:

**East Ridge City Hall
Office of City Manager
1517 Tombras Avenue
East Ridge, TN 37412**

**PROPOSAL DUE BY:
Friday, February 9, 2018
2:00 p.m. EST**

QUALIFICATIONS

AHOs must be Tennessee licensed attorneys who are not employed, managed, or controlled by the City of East Ridge. Proposals submitted by the due date in response to this RFP will be evaluated and a decision will be made by the East Ridge City Council at a public meeting. Proposals may include the following: (1) Experience, (2) Professional Standing, (3) Education, (4) Knowledge of local administrative proceedings, and/or (5) oral interview.