

CLASS CODE	2214	GROUP	5
DEPARTMENT REVIEW	<i>[Signature]</i>	DATE	12-15-94
PERSONNEL APPROVAL	<i>[Signature]</i>		12/16/94
EFFECTIVE DATE			12-16-94
SUPERSEDES	N. A.		

CODE ENFORCEMENT OFFICER

DEFINITION

This is technical work involving the enforcement of municipal codes. Under general supervision, investigates complaints, reports violations, enforces municipal codes, informs the public of relevant municipal codes and explains methods for compliance; performs inspections in connection with the business license approval process; performs other related work as required. Work is reviewed through conference, observation of work in progress, and evaluation of reports submitted.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Informs the public of City municipal codes; processes and responds to citizen initiated complaints; develops innovative approaches to encourage property owners and managers to maintain and upgrade property; participates in the process of reviewing and updating the City's municipal codes; investigates zoning issues of a general nature and recommends appropriate action to supervisor; performs inspections for the business license approval process; issues citations as required by the City's municipal code; initiates Notices of Violation; prepares case reports; maintains detailed case notes in a computer database; maintains records and prepares reports; testifies as witness in job-related court cases as necessary.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Graduation from high school or recognized equivalent; equivalent to two (2) years of college with course work in planning, urban geography, construction techniques or related activities (public contact work with primary experience in the area of real property, enforcement of public laws or guidelines, conducting public inspections, customer service operations and/or complaint investigation may be substituted for college education on a year-for-year basis.)

Knowledges: working knowledge of investigative and persuasive techniques and report writing; general knowledge of and some exposure to municipal codes; knowledge of word processing software;

Skill in: effective public contact applicable to job duties.

Ability to: communicate effectively both orally and in writing; learn relevant municipal codes and their purposes; conduct independent investigations, analysis and research on municipal code violation issues; coordinate activities with other employees; maintain routine records; utilize a computer in the performance of job duties; perform all essential job functions; deal with the public tactfully and firmly; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public;

Code Enforcement Officer
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LICENSE OR CERTIFICATE: valid California Class C driver's license; completion of PC 832 course within 6 months of appointment.

Desirable: Graduation from a four-year college with a bachelor's degree in planning, urban geography, construction science, or a related field; one year of recent experience in a code compliance position with a public agency; ability to write and speak Spanish fluently.