



## **CITY OF TALENT CODE COMPLIANCE OFFICER (25 Hours Per Week)**

### **GENERAL STATEMENT OF DUTIES:**

The Code Compliance Officer performs a variety of office and field code enforcement duties; inspects, investigates, and enforces City codes and ordinances pertaining to nuisance, zoning, noise, smoke, junk, debris, vehicles, and other abatement. This position may perform development related compliance work associated with conditions of land use approval, work without permits, violations of environmental and tree codes, other legal requirements, and performs other work as assigned.

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this classification performs inspection of various sites. Work will involve contact with the general public. An employee in this position is generally expected to work independently but will seek direction from the appropriate authority when necessary.

### **SUPERVISION RECEIVED:**

Work is performed under the supervision of the Chief of Police.

### **SUPERVISION EXERCISED:**

Supervision of employees is not normally a responsibility of positions in this classification.

### **KEY PERFORMANCE AREAS:**

The following list is not meant to be all-inclusive.

1. Learns, interprets, and explains City codes and ordinances, including vehicle, penal and environmental codes.
2. Compiles and evaluates technical information pertaining to code investigations and violations.
3. Makes field inspections and enforces codes and ordinances related to nuisance abatement, junk and debris.
4. Conducts onsite zoning inspections and re-inspections; investigates and determines existence and type of zoning, housing, signage, health, noise, animal, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance; determines time frames for compliance.
5. Coordinates code enforcement actions with other City departments and other governmental agencies when necessary. Conducts research regarding property ownership, current and past permits and applications.

6. Identifies and responds appropriately to community issues, concerns, and needs related to code compliance.
7. Composes, types, files and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
8. Utilizes personal computers and standard business software.
9. Does related work as required.

**EXPERIENCE:**

Minimum two years of experience doing code enforcement or other non-sworn law enforcement work, preferably in a public contact position with exposure to land use planning, building permit processing, municipal code enforcement and/or Geographic Information Systems (GIS). Experience in general office practices and procedures.

**EDUCATION AND/OR TRAINING:**

Minimum High School graduate or equivalent and two years experience, or any satisfactory combination of education and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job. Preference is given to post-secondary education or degree in related field.

*Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the duties of the job proficiently may substitute for the above requirements.*

**KEY COMPETENCIES:**

Knowledge of code compliance program and criteria. Ability to write annual reports and/or memorandums to Council as requested. Conduct field investigations based on logged complaints and/or issues found during routine patrol; investigate possible violations; collect photograph evidence. Must respond to calls from the public as well as front office counter questions/complaints regarding potential violations of the Talent Municipal Code. Must create and maintain accurate case files and record keeping systems. Work cooperatively with other staff and departments; provide support to internal and external customers.

Confer and coordinate with other agencies and the City departments on the investigation and disposition of code enforcement and compliance issues, initiate and attend various meetings to help provide continuity on code compliance methods and procedures; respond to questions from the public regarding code enforcement laws and concerns.

Follow all safety rules and procedures established for work areas.

**PRE-EMPLOYMENT REQUIREMENTS:**

Must successfully complete screening examinations and background checks. Must possess valid Oregon Driver License and meet insurance qualifications.

**COMPENSATION TYPE:** Semi-Monthly

**FLSA EXEMPTION STATUS:** Non-Exempt