



# City of Talent

## Code Compliance Officer

### Job Announcement

City of Talent seeks part/time employee with the right temperament to secure compliance to important City Codes. The ideal employee will have the people skills to work with local residents and contractors. Familiarity with local codes, including development code, is preferred but not required. The Code Compliance Officer reports to the Chief of Police and exercises significant discretion to bring cases to successful conclusion.

#### **THE POSITION**

**The Code Compliance Officer**, under the direction of the Chief of Police, 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. 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.

#### **MINIMUM QUALIFICATIONS**

- ✓ Minimum High School graduate or equivalent. Preference is given to post-secondary education or degree in related field.
- ✓ 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.
- ✓ OR- Any satisfactory equivalent combination of education and experience which demonstrates the knowledge, skills and ability to perform the above-described duties will be considered.

#### **SPECIAL REQUIREMENTS**

- ✓ Must have a current Oregon Driver's License or the ability to obtain one within six months and meet insurance qualifications.
- ✓ Pass Criminal History Background Check.

#### **TYPICAL DUTIES**

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.

### **SALARY**

The successful candidate will be placed in the salary range based on experience and qualifications.

**Starting Salary:** \$23.01-\$29.37/hr

**Terms:** Part-time – 25 hours per week

### **APPLICATION PROCESS**

To apply, please email a **cover letter** describing how your experience prepares you to succeed in this role, a **current resume**, and a completed **Employment Application** to [HumanResources@RVCOG.org](mailto:HumanResources@RVCOG.org)

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

### **WORKPLACE ACCOMMODATIONS NOTICE**

*The City of Talent is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classification protected by law.*