



## **Job Description**

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|--------------------------------|---|--|------------|
| Job Title:                     | <b>Code Enforcement Lead / Office Assistant</b> |  |            |
| Department:                    | <b>Administration</b>                           |  |            |
| Location:                      | <b>Gold Hill, OR</b>                            |  |            |
| Reports to:                    | <b>City Manager</b>                             | Travel Required:                                   | <b>Yes</b> |
| Last updated:                  | <b>07/31/2025</b>                               |  |            |
| Direct Reports:<br><b>None</b> | Type of position:<br><b>Full-time</b>           | Hours: <b>40 hours / week</b><br><b>Non-exempt</b> |            |

### **GENERAL DESCRIPTION**

This position is primarily responsible for code enforcement and essential administrative customer service.

### **ESSENTIAL JOB FUNCTIONS**

1. Primarily responsible for code enforcement and assisting in office.
2. Ability to write annual reports and/or memorandums to Council as requested.
3. Conduct field investigations based on logged complaints and/or issues found during routine patrol; investigate possible violations; collect photograph evidence.
4. Must respond to calls from the public as well as front office counter questions/complaints regarding potential violations of the Gold Hill Municipal Code.
5. 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.
6. Review land-use applications for compliance with city code and state law, including zoning, subdivision and development regulations. Review construction plans and specifications.
7. Perform site visits and inspections related to city permits and land use applications. Act as point of contact for contractors for permit inspections.
8. Learn, interpret, and explain city codes and ordinances. Compile and evaluate technical information pertaining to code investigations and violations.
9. Make field inspections and enforce codes and ordinances. Conducts research regarding property ownership, current and past permits and applications. Composes, types, files and edits a variety of correspondence, reports, memoranda and other material related to code enforcement, requiring judgment as to content, accuracy and completeness. Present and testify to judicial bodies.
10. Review and recommend code amendments to City Manager.
11. Collect, count, and disburse money.
12. Perform basic bookkeeping and complete banking transactions.

13. Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
14. Provide support to City Manager and City Recorder/Clerk.
15. Complete utility support to include move ins/move outs, utility billing, delinquent accounts reporting, meter changes and other utility related duties as assigned.
16. Process new business license requests and renewals.
17. Provide administrative support to other departments, including Parks & Public Works.
18. Answer telephones, direct calls and take messages.
19. Compile, copy, sort, and file records of office activities, business transactions, and other activities.
20. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and computers.
21. Compute, record, and proofread data and other information, such as records or reports.
22. Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
23. Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.
24. Review files, records, and other documents to obtain information to respond to requests, which may include encroachment permits, zoning clearance forms, and lien search responses.
25. Assist with keeping website content up to date and accurate.
26. Assist with monthly newsletter to citizens.
27. Deliver messages and run city business errands.
28. Inventory and order materials, supplies, and services.
29. Process and prepare documents, such as business or government forms and expense reports.
30. Type, format, proofread and edit correspondence and other documents, from notes or dictating machines, using computers.

#### **AUXILIARY JOB FUNCTIONS**

Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

None.

#### **SUPERVISION RECEIVED**

Receives supervision from the City Manager

#### **ACCOMMODATIONS**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

## **QUALIFICATION REQUIREMENTS**

### **Education, Training and Experience**

Education: Completion of high school or equivalent plus specialized training in office equipment including computers, word processing, and database/spreadsheet software.

Experience: A minimum of three (3) years of code enforcement and administrative experience including customer service, executive management support, bookkeeping and accounting.

Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

### **Special Requirements**

License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment.

Vehicle: Possession of, or permanent access to, a personal vehicle, or otherwise have immediate point-to-point transportation available.

Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

### **Knowledge, Skills and Abilities**

#### **Knowledge**

- Building Codes: Understanding of local, state, and federal building codes and regulations.
- Zoning Laws: Familiarity with zoning laws and land use regulations.
- Inspection Procedures: Knowledge of inspection techniques and procedures for various types of properties.
- Environmental Regulations: Awareness of environmental laws and standards related to construction and property maintenance.
- General accounting principles and practices.
- General ledger and fund accounting procedures and methods
- Confidentiality rules and practices

#### **Skills**

- Skills in public safety and community development
- Attention to Detail: Ability to notice discrepancies and ensure compliance with codes.
- Interpersonal Skills: Capability to work effectively with diverse groups, including property owners, contractors, and government officials.
- Problem-Solving: Skills to identify issues and develop practical solutions.
- Intermediate skills in Microsoft Word and Excel.
- Skills in performing detailed clerical tasks; and,

## Abilities

- Critical Thinking: Ability to analyze situations and make informed decisions based on regulations and safety standards.
- Technical Proficiency: Competence in using inspection tools and technology for assessments.
- Time Management: Ability to prioritize tasks and manage time effectively to meet deadlines.
- Public Safety Awareness: Understanding of public safety principles and the ability to enforce them in the community.
- Business English, spelling, and punctuation.
- Cope with stressful deadlines and perform multiple tasks simultaneously.
- Perform accurate data entry and operate a 10-key calculator with speed and accuracy;
- Organize and maintain complex office files and record systems;
- Communication: Strong verbal and written communication skills for interacting with the public and preparing reports.
- Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

## **PHYSICAL DEMANDS**

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds; (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent use of keyboard; frequent repetitive motion; (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

## **WORK ENVIRONMENT**

Some work is performed in a typical office environment utilizing a personal computer and a variety of other office equipment. Code enforcement work may be performed in an outdoor environment with exposure to various weather conditions as well as exposure to noise, unpleasant odors, chemicals, and other environmental substances. Travel may also be required for training, conferences, and other necessary city-related travel.

## **ADDITIONAL INFORMATION**

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.