



City of Gold Hill Code Enforcement Specialist/Office Assistant Job Announcement

ABOUT THE POSITION

The City of Gold Hill is seeking a motivated and detail-oriented individual to support the City by performing a wide variety of code enforcement and complex administrative tasks, including field investigations; enforcing codes and ordinances; performing site visits and inspections related to city permits and land use applications; utility billing; bookkeeping; answering a multi-line phone system; responding to public inquiries; and processing mail.

WE ARE LOOKING FOR A WONDERFUL PERSON WHO HAS:

- A passion for organizing and multitasking within a team with various scopes of work in a friendly and welcoming way
- The ability to adjust their communication style to assist a diverse group of people with multiple levels of technical skills
- Knowledge of building codes, zoning laws, inspection procedures, and environmental regulations
- Knowledge of administrative processes and procedures
- Excellent communication, organizational, and computer skills
- The ability to work independently, make competent decisions, and work as an effective team member
- Demonstrated effectiveness at establishing and maintaining harmonious and cooperative working relationships with colleagues and a wide variety of people

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

1. **Education:** Completion of high school diploma or equivalent plus specialized training in office equipment including computers, word processing, and database/spreadsheet software.
2. **Experience:** A minimum of three (3) years of code enforcement and administrative experience including field investigations, enforcement of codes and ordinances, customer service, executive management support, bookkeeping, and accounting.
3. **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

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

2. Vehicle: Possession of, or permanent access to, a personal vehicle or point-to-point transportation.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

SALARY

Hiring Salary: \$19.00-\$24.00/hr DOE/DOQ

Terms: Full time 40hrs/wk; Non-exempt

BENEFITS OF EMPLOYMENT

- Up to 12 paid holidays per year (approved annually by city council)
- Starting 15 hours Paid Time Off (PTO) per month
- Healthcare coverage for employees and eligible dependents provided by City
- Life insurance policy of \$20,000 / AD&D \$20,000
- PERS Retirement Plan

APPLICATION PROCESS

Applicants will be considered as applications are received. The positions will be filled as soon as a suitable candidate is identified. Please email a cover letter, current resume, and completed City of Gold Hill Employment Application to humanresources@rvcog.org to be considered for the position. *Incomplete application materials may delay or prevent consideration for the position.*

WORKPLACE ACCOMMODATIONS NOTICE

The City of Gold Hill 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 classifications protected by law