

Definition: To perform technical office and field work in public education and enforcement codes and ordinances; to assist in processing and presenting related notices, reports and public hearing documents; and to do related work as required.

Essential Duties: The essential duties of the Community Preservation Specialist (Code Enforcement Officer) include:

Develops and implements a pro-active program to elicit voluntary maintenance and enhancement of properties, buildings, signage, landscaping, and other property-related factors having positive benefit to the quality of living and enhancement of safety and property values; meets with individuals and groups to educate, listen and respond regarding property use and maintenance; pursues appropriate compliance procedures if voluntary compliance fails to correct conditions in violation of law; works cooperatively with other city departments to correct undesirable property conditions. Makes inspections, writes letters, issues citations, follows through on neighborhood improvement projects and solving of compliance problems. Routinely maintains records; prepares reports and correspondence; prepares for and makes appearances before appropriate agencies, committees, and commissions to achieve policy objectives; performs other work as required.

Special Requirements:

ADA SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 25 pounds; exposure to cold, heat, outdoors, confining work space, electrical hazards, vibration, chemicals, dust and mechanical hazards.

Minimum Qualifications:

Knowledge of: Principles of community preservation and code enforcement, zoning, land use, positive public relations, municipal permitting processes, basic principles, practices and techniques of building and safety inspection, working in a diverse community.

Ability to: Write clearly and effectively without need for review; speak clearly and effectively with a variety of groups and individuals; read and understand regulations (Federal, State, Municipal codes and ordinances) related to building, zoning, and other land uses; deal tactfully and courteously with the public; and work harmoniously with other city employees; use a computer; and must provide and operate own vehicle for required inspections during working hours.

Education: AA degree from an accredited college; BA degree desirable.

Experience: At least one year of progressively responsible experience within a public agency or organization, or a firm with service orientation involving substantial public contact is required. Experience in public relations environment in which goals were met through the exercise of persuasion and leadership rather than through authority is desirable.

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Licenses, Certificates, Registration:

Licenses: Possession of, or ability to obtain, an appropriate, valid California driver's license.

Certificates: ICBO certificate highly desirable. Basic Peace Officer training certificate desirable.