

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

CODE ENFORCEMENT OFFICER

DEFINITION

Under minimal supervision of the Director of Economic and Community Development or designee, through public education and enforcement, the Code Enforcement Officer seeks compliance with City Municipal codes, ordinances, conditions of approval and resolutions in planning, zoning and related areas. This is a working supervisorial position that has the responsibility of managing the Code Enforcement Unit while monitoring specific cases. Coordinates joint code enforcement activities with other City divisions and agencies. Establishes and maintains a citywide monitoring system for code enforcement cases. Attends training to achieve and/or maintain Code Enforcement Officer certification. Performs related work as required.

EXAMPLE OF DUTIES

Investigates reported violations of municipal codes, ordinances and resolutions and, as necessary, pursues voluntary compliance or direct enforcement. Educates the public regarding code requirements. Conducts field inspections, gathers supporting evidence, maintain case files and, as necessary, prepares reports regarding violations. Effectively creates and administers a management protocol that quickly and fairly resolves code enforcement matters. Prepares compliance schedules for violators that help lead them to full compliance with respect to the severity and circumstances of the case. May prepare and present information to the Planning Commission, City Council, Administrative Hearing Board and courts of law. Coordinates joint code enforcement activities Citywide. Collects and maintains statistics on citywide code enforcement activities and prepares reports for staff, Council and others. Speaks before neighborhood and civic groups about the Code Enforcement Program, its goals and objectives. Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in the enforcement of nuisances in the building, zoning, and related codes. The Officer shall regularly report back to their direct supervisor the activities of the Code Enforcement Unit with recommendations and suggestions on how to resolve and improve operations.

MINIMUM QUALIFICATIONS

Knowledge of: Basic law enforcement and investigation techniques. Municipal codes, ordinances and resolutions related to planning and zoning. Effective and efficient techniques of public education, field inspections for code compliance, gathering and analyzing evidence and data, preparing and presenting reports. Fully trained in all procedures and policies related to standard code enforcement processes and best practices.

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Ability to: Read, understand and interpret laws, regulations, ordinances, resolutions and other documents associated with enforcement duties. Recommend appropriate City policies for code enforcement; assist in drafting ordinances and policies as appropriate. Communicate effectively, both verbally and in writing. Prepare and make verbal presentations to small and large groups. Prepare factually clear, concise and complete written reports and correspondence. Work cooperatively with the public, City officials and co-workers.

Highly developed customer service skills that facilitate tactful interaction with the public to gain voluntary compliance with City codes and with City staff and outside agencies. Identify code violations; exercise proper judgment in determining the degree of compliance with various laws and determine appropriate course of action. Assist City staff with interpretation and application of the Code as it relates to planning issues. Coordinate enforcement and inspection functions with other City departments. Organize and execute a system to monitor and record City joint code enforcement activities. Follow established work procedures and practices. Work a varied schedule, independently and with initiative. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Possession of a Bachelor of Arts or Science Degree in Urban Planning, Public Administration, or related degree. Additional education and training in writing, public speaking and areas related to code enforcement desirable. An additional three (3) years of full-time, relevant, municipal code enforcement experience may be substituted for the Bachelors Degree.

Experience: A minimum of six years of full-time, relevant, municipal code enforcement experience, including public contact experience, requiring field investigation, public speaking and enforcement of planning and zoning codes.

Certification: Possess, or obtain within 12 months from hire date, current certification as a Code Enforcement Officer from the California Association of Code Enforcement Officers). Certification as a Housing Inspector from the International Conference of Building Officials (ICBO) is desirable. PC 832, Module A (California Commission on Police Officer Standards and Training) or similar police training is desirable. ICBO certificate and/or training are highly desirable.

License: Possession of a valid Class C California Driver's License.

R: 1/2010