



JOB DESCRIPTION

Senior Code Enforcement Officer

Date Prepared: September, 2013

SUMMARY: Under general supervision, oversees and directs the enforcement of municipal code regulations and supervises code enforcement staff; develops, produces, and directs special projects, statistical analysis and reporting, and budgetary responsibilities; and performs related duties as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Plan, coordinate, prioritize, lead, monitor, and participate in the field operation of the Code Enforcement Division and monitors the tasks assigned to code enforcement officers.
- Ensure compliance and proper execution of applicable code enforcement rules, policies and procedures and oversees and participates in the development and implementation code enforcement objectives.
- Conduct case reviews and generate statistical reports for executive staff and City Council inquiries regarding zoning, land use complaints, vehicle abatement, mobile park enforcement programs and other public nuisance code violations.
- Assist in the development the divisional budget; seeks and manages various state and federal grants to ensure appropriated grants are utilized and related grant tasks are completed with the stated parameters.
- Support the relationship between the City of Victorville and the general public by demonstrating and advocating courteous and cooperative behavior when interacting with visitors, the public and City staff and responds to personnel complaints.
- Serve as the liaison for the Code Enforcement Division with other departments and outside agencies.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

An Associate's Degree in a Criminal Justice, Public Administration or a related field AND five years code enforcement field experience, INCLUDING two years of progressively responsible experience OR an equivalent combination of education, training and experience.

Knowledge of:

- City policies and procedures.
- Civil and administrative criminal court systems.
- Administrative and criminal enforcement process and procedures.
- Laws of arrest, search and abatement procedures.
- External agency requirements regarding the operation of various business types and required permits/licenses.
- State housing codes, building codes, business and professional codes, health and safety codes.

- State code of regulations and penal codes.
- City municipal and land use codes.
- Adopted International housing codes.
- Civil and administrative legal notice requirements and court procedures.
- Principles and practices of supervisory leadership.
- Principles and practices of grant and project management.
- State and federal regulations regarding grant funding and administration.

Skill in:

- Using initiative, discretion and judgment within established procedures guidelines and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal codes, laws and regulations regarding local government licensing, permitting, taxes and other related documentation.
- Fiscal revenue analysis.
- Providing efficient customer service.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, businesses, contractors, consultants, external public and private agencies and the general public.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California Class “C” driver’s license.
- Within twelve months of employment, must possess or be able to obtain:
 - California Peace Officer Standards and Training PC 832 certification (P.O.S.T. PC 832).
 - California Peace Officer Standards and Training Level II certification (P.O.S.T. LEVEL II (cert.))
 - Asp baton certification.
 - OC pepper spray certification.
 - Basic Code Enforcement Officer certification from either the California Association of Code Enforcement Officers (CACEO) or the International Code Council (ICC).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office and outdoor work environment. May be required to use a stair step system. May be required to perform frequent bending, twisting and stooping motions. May be required to lift and carry items weighing up to 50 pounds. May be exposed to dust, extreme noise levels, dangerous machinery, extreme weather conditions, hazardous chemicals, and infectious diseases. Must be able to work long hours as needed and may be required to work holidays, weekends, and evening hours as assigned.