



COUNTY OF LAKE
invites applications for the position of:

EXTRA HELP - CODE ENFORCEMENT OFFICER

SALARY: \$ 18.42 per hour

Community Development is seeking an Extra Help Code Enforcement Officer (Full job description, including minimum requirements are below). This Extra Help position is limited to no more than 25 hours per week and no more than 900 hours per year. Incumbents are paid only for hours worked, and are only entitled to legally mandated benefits, which does not include paid vacation or holidays. Extra help employees do not have status with the County.

Please complete a hard copy application, available on the County website or in person at the Human Resources Department and indicate "Extra Help Code Enforcement Officer" as the title of the position on the application.

Applications may be submitted in person or by mail to the below addresses:

Human Resources Department, 255 North Forbes St, Lakeport, CA 95453.

OR

Community Development, 255 North Forbes St, 3rd Floor, Lakeport, CA 95453.

EXTRA HELP CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, to learn and perform investigations and enforcement of state and county land use, zoning, subdivision, and nuisance abatement laws and regulations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized code enforcement classification. Incumbents perform investigations to enforce: state and County land use, and property maintenance codes; subdivision, zoning, and nuisance abatement laws; ordinances; and regulations. As an incumbent gains experience and proficiency, they are expected to acquire more substantial knowledge of the land use, zoning, and abatement laws and regulations. This is a discrete classification.

REPORTS TO

Deputy Code Enforcement Manager; Code Enforcement Manager; Community Development Director

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes and carries out investigations for the enforcement of land use, zoning, subdivision and nuisance abatement codes, laws, and regulations; receives public complaints; completes code violation report forms and determines appropriate follow-up actions; determines the nature and extent of code violations and works with property owners to resolve problems and obtain compliance; conducts investigations to confirm or deny violations; makes field investigations to ensure compliance with land use.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to stoop, crouch, and kneel; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, outdoor, and driving environments; some assignments performed alone in remote locations; some exposure to changes in temperature and weather; some exposure to dust, chemicals, and gases; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Good public relations techniques.
- Effective negotiation techniques
- Legal terminology, forms, and procedures
- Personal computers and software applications.
- State planning, zoning, and safety laws and concepts.
- State and County land use and nuisance abatement laws, rules, and regulations.
- Investigation techniques and procedures.
- Accounting and fiscal record keeping methods and procedures.
- Principles of identification, preservation, and presentation of evidence.

Ability to:

- Communicate effectively both orally and in writing.
- Effectively communicate with people from diverse ethnic and cultural backgrounds.
- Learn land use and vehicle abatement laws, rules, and regulations and interpret laws and regulations related to land use and nuisance abatement.
- Learn legal terminology, forms, and procedures.
- Plan and conduct investigations and enforcement actions for state and county land use and nuisance abatement laws, codes, ordinances, and regulations.
- Conduct a wide scope of investigations related to assigned areas of responsibility.
- Analyze a variety of information and determine appropriate resolutions to problems and/or

enforcement actions.

- Gather, organizes, analyze, and present a variety of data and information.
- Prepare and present evidence before the Board of Supervisors and in court.
- Prepare, clear, concise and accurate records and reports.
- Impartially enforce regulations with firmness and tact.
- Represent the Code Enforcement Division of the Community Development Department in a courteous and professional manner.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of experience in a position that required extensive customer contact, including at least six (6) months in a position that required knowledge of, applying, and/or investigating various codes and ordinances.

Possession of either American Association of Code Enforcement Certification, or Certified Code Enforcement Officer designation through the California Association of Code Enforcement Officers is desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.