

Town of Yucca Valley

Job Announcement

Code Compliance Officer II

Salary: \$22.26 - \$32.24 per hour

Benefitted: Health, Dental, Vision, Life, Short and Long Term Disability Insurance; 14 paid holidays; 80 hrs. vacation; and 96 hrs. sick time and Benefit Allowance of \$1,280.00/month

Closing Date: **Thursday, September 20, 2018 at 5:00pm.**

The Position: Under general supervision, performs a variety of routine to complex technical and public contact duties related to the Town's code compliance program, including the identification, investigation, and correction of violations of the Town's municipal, zoning, housing and development, and codes. Investigates citizen complaints of public nuisances and quality of life issues and seeks compliance; and performs related work as required.

Qualifications:

Knowledge

The desired candidate will have knowledge of office management principles; modern office procedures, methods, and equipment including computer equipment, work processing methods, techniques, and programs; principles of business letter writing, record keeping skills, public relations techniques, and English usage, spelling, vocabulary, grammar and punctuation. The Code Compliance Officer II also requires knowledge of principles and practices of fiscal, statistical, and administrative data collection and report preparation; policies and procedures of assigned department; Town and department financial record keeping and budget processes and procedures; and pertinent Federal, State, and local law, codes, and regulations.

Abilities

The desired candidate will be able to explain codes and regulations to property owners, residents, and others; analyze, interpret, apply, and enforce applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies; understand and explain occupational hazards and standard safety practices related to code compliance; identify and respond to issues and concerns of management, Town government, a variety of professional groups, commissions, and committees, and the general public; effectively represent the department and the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals; respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner; prepare clear and concise reports, correspondence, and other written materials; make accurate arithmetic, financial, and statistical computations; and organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.

Minimum Experience and Requirements: Equivalent to the completion of the twelfth (12th) grade supplemented by some college-level coursework and training in planning, zoning, inspection, code compliance or law enforcement and three (3) years of increasingly responsible municipal code compliance experience. Possession of or ability to obtain a Class C California drivers license and maintain a satisfactory driving record.

EOE/ADA