



City of Milpitas

We invite applications for the position of: Senior Code Enforcement Officer

Annual Salary Range: \$81,010 – \$98,468
Post Date: August 16, 2017
Close Date: September 6, 2017, by 5:00 PM
Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 75,521, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The Senior Code Enforcement Officer position will receive and investigate complaints regarding zoning and other Municipal Code violations. They will also interact with the public (including responsible and complaining parties), initiate enforcement actions, including preparation of notices of violation and citations, and assist in case preparation for legal actions. Responsibilities also include testifying in court, preparing staff reports, and assisting in the revisions to and development of ordinances. The Senior Code Enforcement Officer may also be responsible for will implementing varied housing projects and programs, assisting property owners and others in obtaining loans and granting funds to improve housing.

What You Will Do

Duties may include, but are not limited to the following:

Receive, record, investigate, inspect and respond to citizens' most complex complaints concerning City Code and other laws, rules and regulation violations as assigned; assigns, schedules and coordinates cases and workload for other staff.

Evaluate and gather information related to the applicable ordinances, codes, laws, rules and regulations and determines the proper course of action.

Make decisions regarding effective deployment of resources and prioritization of compliance.

Manage compliance with City codes.

Supervise subordinate staff.

Develop and implement ongoing staff training program; provide training to new Code Enforcement staff in terms of City policies, procedures, rules and regulations.

Supervise and participate in the continuous improvement of administrative processes.

Contact responsible parties, issue warning notices or letters regarding City Code violations and follow up on compliance.

Coordinate investigations and compliance enforcement with City departments and outside regulatory agencies.



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Maintain thorough and accurate records of and prepare records for City Code violations.

Issue citations on misdemeanors and infractions, research and prepare cases for prosecution and testify in court.

Maintain active liaison and coordinate communication with and between homeowner groups, apartment and condominium associations, and local business as well as the Police Department, Building Department and Fire Department.

Assist the Finance and Administrative Services Department in tracking and collection of fines and fees resulting from the disposition of cases through administrative or court procedures.

Attend community and neighborhood meetings; interact with key City staff, City Commissions (Community Advisory Committee) and Council members.

Coordinate neighborhood cleanups and participate in proactive code enforcement sweeps.

Prepare and give public presentations and staff reports regarding code enforcement; prepare and develop ordinances relating to code enforcement.

Oversee the City's Code compliance program; may receive and respond to complaints concerning animals, abandoned vehicles, sanitation, graffiti, and Housing code, zoning and sign violations; coordinate with other departments and agencies to facilitate code compliance; mediate disputes; maintain accurate records and files; and compile statistics.

Manage a program including billing and contract administration.

Experience and Education

Three years of progressively responsible code enforcement experience; including demonstrated experience in a leadership role, such as program development and/or management.

Possession of an Associate of Arts Degree.

Two years of code enforcement experience may substitute for the completion of an Associate of Arts Degree.

License and Other Requirements

Possession of or ability to obtain and maintain a valid California Driver License.

Certification as a Code Enforcement Officer by an organization recognized by either the California Alliance of Code Enforcement Organization (CACEO) or the California Code Enforcement Corporation (CCEC), either of which must be obtained within the first year of employment.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply



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Submit application, resume, and copies of required certificates online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Professional and Technical bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.