



City of Mountain View

Now accepting applications for:
**SENIOR CODE ENFORCEMENT
OFFICER / CODE ENFORCEMENT
OFFICER I/II**

Code Enforcement Officer I/II:
\$96,393 - \$123,166 annually

Senior Code Enforcement Officer:
\$115,485- \$156,245 annually

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

“Working for the City of Mountain View is like having an extended family. Co-workers are willing to help each other to serve the community and get the job done.”

- LYNETTE KING, EXECUTIVE ASSISTANT TO
THE CITY ATTORNEY

*Appointment beyond the posted salary range may be considered for exceptional qualifications and experience. Salary growth following appointment is in accordance with a pay-for-performance plan and increases may be awarded

What's the Role?

We are looking for one **reliable, motivated, and collaborative** professional to take on the role of Senior Code Enforcement Officer or Code Enforcement Officer I/II. You will join a busy team that specializes in the prevention, detection, and enforcement of violations of the Mountain View City Code. Under the supervision of the City Attorney or their designee, you will respond to code-related inquiries, investigate, and respond to complaints of code violations, issue notices of violation, work with members of the public on corrective action, impose fines and penalties and handle administrative enforcement. If you are looking for an opportunity to join an indispensable and highly valued team designed to protect the safety and well-being of the community, this position is for you! Review our Senior Code Enforcement Officer job description [here](#) and our Code Enforcement Officer I/II job description [here](#).

The Essentials

Code Enforcement Officer I

- Equivalent to completion of an associate of arts degree and two years of related experience.
- Possession of a valid California Class C Driver's License.
- Experience working with members of the public and/or interpreting and enforcing rules, regulations, codes, or ordinances is highly desirable.

Code Enforcement Officer II

- Two years of experience performing duties equivalent to that of Code Enforcement Officer I in the City of Mountain View.
- Equivalent to the completion of an associate of arts degree.
- Possession of a valid California Class C Driver's License.
- Certification as a Code Enforcement Officer by an organization recognized by either the California Alliance of Code Enforcement Organizations (CACEO) or the California Code Enforcement Corporation (CCEC) is highly desirable.

Senior Code Enforcement Officer

- Two years of experience performing duties comparable to that of a Code Enforcement Officer II in the City of Mountain View.
- Possession of an associate of arts degree.
- Possession of a valid California Class C Driver's 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) is highly desirable.

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City of Mountain View

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **May 23, 2024**. Applications received prior to this date will be prioritized. Qualified candidates are encouraged to apply early as this recruitment may close at any time.

What You'll Do

- Receive, review, investigate and respond to complaints of violations of the Mountain View City Code.
- Perform inspections, document violations, and issue notices of violation.
- Follow-up on notices of violation to ensure corrective action has been taken and impose administrative fines and penalties when necessary.
- Coordinate and collaborate with staff from other City departments to develop an action plan for addressing cross-departmental code violations.
- Respond to public inquiries about code requirements and participate in community engagement programs, activities, and meetings, including, but not limited to, the Council Neighborhood Committee, to help educate the public on code requirements.
- Propose creative solutions to address new or persistent code violations.
- Handle administrative enforcement actions.

Are We a Match?

- You are **reliable, organized** and work well in a busy, **fast-paced** environment.
- You work well independently and as part of team.
- You are **fair** and **honest**.
- You are **friendly, patient** and **people-oriented**, but can be firm and provide clear advice or direction.
- You **enjoy community engagement** and value the well-being of the public.
- You are an **observant, detail-oriented problem solver** and enjoy working with others to come up with creative solutions.
- You are confident and have **good communication skills**.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Program with up to 8 weeks paid leave.
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
 - Professional/Technology Development Funds: \$800.00 per fiscal year for Senior Code Enforcement Officer.
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.