

The City of Saratoga is recruiting for the position of

Code Compliance Officer

\$40.83 (Step 1) to \$49.62 (Step 5) per hour, FLSA non-exempt/hourly



The City of Saratoga is currently looking for a full-time **Code Compliance Officer** to join the City's busy Community Development Department. The incumbent will report to the Community Development Director.

Tucked away in the foothills of the Santa Cruz Mountains of California, Saratoga is an attractive residential community with a population of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, known as "The Village," is an attraction for resident and visitors alike wishing to enjoy excellent food, spa experiences, and unique shops. Saratoga also serves as a respite from the hustle and bustle of Silicon Valley and is home to Montalvo Arts Center, the Mountain Winery, and Hakone Gardens, the oldest Japanese-style residential garden in the Western Hemisphere, maintained and run by the Hakone Foundation.

The **Code Compliance Officer**, under general supervision, performs a variety of duties, in coordination with a variety of stakeholders, in the prevention, detection, investigation, and enforcement of violations of statutes and/or City of Saratoga Municipal Code requirements, with the goal of enhancing community and the health and welfare of its citizens. This is a non-sworn position. All law enforcement violations are handled by the Santa Clara County Sheriff's Department unless citation powers are authorized by the City. The position is 40-hours per week, and will include routine working hours on the weekend, Saturday and/or Sunday.

THE PROCESS

The position is open until filled. First review of applications will begin October 15, 2019. Application window may close any time after October 15 without additional notice. Qualified candidates are encouraged to apply early. To be considered for this dynamic career opportunity, please apply online through www.calopps.org and click on member agencies, followed by the City of Saratoga. As part of the online application process, please fully complete the CalOpps application, attach your resume along with a cover letter which explains your interest in the position. Applications will be considered incomplete and will not be reviewed if the full CalOpps form, resume, and cover letter are not submitted.

TYPICAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in this announcement.

- Performs a variety of field inspection and office work in support of the City of Saratoga Code Compliance Policy.
- Performs a variety of duties in the prevention, detection, investigation, and enforcement of violations of the City of Saratoga Municipal Code.
- Responds to questions and concerns; investigates complaints from the public and/or City departments.
- Works in collaboration with a variety of stakeholders enforcing aspects of the City Code including but not limited to: Animal Control, Santa Clara County Fire Department, Building Inspectors, Arborists, and City Attorney; issues administrative citations for non-compliance as determined.
- Maintains accurate documentation and case files on all code violation complaints from members of the public and/or City departments, investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; establishes and maintains a case management system.
- Enforces and investigates the City Code on a complaint basis or proactively in accordance with the City of Saratoga Code Compliance Policy.

- Provides information and assistance to public and commercial interests with respect to Code compliance issues.
- Photographs and documents visual representation of Code violations and prepares other required materials.
- Enforces compliance including identification of the nature of the Code violation, and the issuance of official notifications of violations to concerned parties.
- Performs research, updates, records, and processes case documentation for internal and external requests.
- Completes case documentation and incident reports and compiles supporting documentation in order to explain facts and circumstances of violations.
- Prepares a variety of reports and memoranda on Code Compliance Program activities.
- Works with other City departments on Code enforcement issues to ensure all relevant departments are informed on issues.
- Issues special event, massage, block party, and noise exception permits.
- Reviews and processes news rack permit applications and enforces the City's news rack ordinance requirements, in coordination with Planning and Public Works.
- Assists in the weed abatement program.
- Performs other related duties and responsibilities as assigned.

EDUCATION, TRAINING AND EXPERIENCE

Equivalent to completion of the 12th grade and two (2) years of experience performing municipal code enforcement or closely related work. Bachelor degree is desirable.

License or Certificate:

- Possession of valid Class C California driver's license with an acceptable driving record at the time of appointment and throughout employment in this classification is required.
- Possession of Penal Code (P.C.) 832 Certification is desirable but not required at the time of hire. This certification must be obtained within 1 year of hire date.
- California Association of Code Enforcement Officers (CACEO) Code Enforcement Officer 1 Designation and ability to obtain CACEO certification within 1 year of hire date.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and Proficiency in:

- Operations, services, and activities of a City Code Compliance program.
- Levels of authority within the City and other stakeholders for the enforcement of code violations.
- Principles, practices, methods, and techniques of code enforcement and investigations.
- Provisions of the California Penal Code as it relates to code enforcement practices; Federal, State, and County and City laws, codes, ordinances and regulations related to Code enforcement.
- Safety standards and efficient work practices as they relate to code enforcement and the duties.
- Common word processing, spreadsheet, and database software.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Impartially interpret and apply Code enforcement provisions within prescribed Codes and laws, and City policy; Use sound, independent judgement within established policy and procedural guidelines.
- Perform enforcement activities in a safe and effective manner.

- Analyze and compile technical information on nuisance investigations and violations.
- Prepare comprehensive case documentation as needed for enforcement purposes.
- Prepare a variety of Code enforcement notices and letters for code violations.
- Respond to and resolve inquiries, complaints, and requests for service in a fair, timely, tactful, professional and firm manner that is in line with the City of Saratoga's commitment to providing excellent customer service.
- Effectively represent the department and the City in interactions and meetings with individuals, governmental agencies, community groups, various business, professional, and regulatory organizations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; Work collaboratively with residents to seek voluntary compliance of Code violations.
- Educate the public on City regulations and explain City regulations in a clear and concise manner.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; Make presentations.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Use various equipment to document and investigate complaints, such as cameras or noise meters.
- Work evening, holiday and/or weekend work as required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Requirements and Working Conditions:

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

- The ability to: work in standard office and outdoor field environments; work near chemicals, when required; work near moderate and loud noises, when required; to do considerable walking; work evenings, holidays and weekends as required;
- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position; and to efficiently function in a general office environment, along with frequent travel to a variety of job sites via City vehicle.

Environmental Requirements:

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

COMPENSATION AND BENEFITS

The City of Saratoga provides an excellent total compensation and benefits package along with a 9/80 Work Schedule. A summary of benefits may be obtained online at <https://www.saratoga.ca.us/177/Salary-Benefits>

To learn more about the City of Saratoga, visit www.saratoga.ca.us