

# CODE ENFORCEMENT OFFICER I

## JOB ANNOUNCEMENT



## COME JOIN THE FOSTER COMMUNITY DEVELOPMENT DEPARTMENT!

The City of Foster City is seeking a dedicated **Code Enforcement Officer I** with strong interpersonal skills. The Code Enforcement Officer will perform routine and standardized tasks and duties like conducting field checks to uncover possible violations of a variety of City codes and ordinances including zoning, nuisance, property maintenance, and housing. This position will analyze and make recommendations on policy development and investigate possible violations, contact responsible individuals in person and in writing and perform follow-up investigations to see that remedial action has been taken.



*"Using data drawn from our 2021 Best Places to Live List, Money ranked cities and towns based on the percentage of their population living within a 10 minute walk of a park. Foster City, California, came out on top, with 100% of its population of 33805 living within a short walk of one of its 24 public parks" – money.com*

## ABOUT FOSTER CITY

### HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

To learn more about the history of Foster City, visit:

[Foster City Documentary Series Chapter 1 The Beginning Construction of Foster City 1960-1980](#)

## THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2025-2026 budget of \$219.7 million. Projected staffing includes 181 FTEs.

### MISSION

The mission of the City of Foster City is to deliver equitable services that are customer focused with an emphasis on public safety, neighborhood livability, smart planning, a vibrant economy, infrastructure innovation, and sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.







## THE DEPARTMENT

The Community Development Department is made up of the Planning/Code Enforcement Division and Building Division. The Planning/Code Enforcement Division is responsible for long-term planning regarding the growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community.



## THE POSITION

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Review the Code Enforcement I job description.

*Management reserves the right to offer the higher-level Code Enforcement Officer II position to candidates whose qualifications meet the established criteria.*

### Annual Salary

**\$79,489.70**

to

**\$96,620.16**

## IDEAL CANDIDATE

The ideal candidate for this position will have knowledge of basic principles, practices, and techniques of building and safety inspection, basic computer knowledge regarding word processing and databases, and principles of customer service while working in a diverse community.

The ideal candidate will have the ability to learn and apply City codes, ordinances, laws, and regulations pertaining to nuisance, zoning, and building appropriate to facts observed with impartiality and efficiency. Ability to respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.

The ideal candidate will have the ability to establish, maintain, and foster team leadership, spirit, and cooperation, work effectively with other City departments and communicate clearly and concisely, both orally and in writing to the public, Commissions, and City Council.

# EDUCATION & TRAINING

*Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:*

## Education

AA degree from an accredited college; BA degree desirable.

## Experience

One year of experience in public contact work involving investigation or inspection skills.

## Licenses and Certificates:

- ICBO certificate highly desirable. Basic Peace Officer training certificate desirable.

## Special Requirements:

- Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 25 pounds; exposure to cold, heat, outdoors, confining work space, electrical hazards, vibration, chemicals, dust and mechanical hazards.

# BENEFITS

The City of Foster City provides a superior benefits program which includes:

- Retirement: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.
- Leaves: 13 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; discretionary leave.
- Deferred Compensation: Voluntary 457(b)/VEBA (tax deferred health benefit program).
- Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.
- Work Schedule: Optional 9/80 work schedule.
- Other: Long-term disability insurance; and life insurance.



## SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

## TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at [www.calopps.org](http://www.calopps.org)