

**The City of Milpitas**  
*is seeking an innovative, results oriented proven  
leader to serve as*  
**Senior Code Enforcement Officer**



City of Milpitas  
455 E. Calaveras Blvd.  
Milpitas, CA 95035-5411



## THE COMMUNITY

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Located at the southern tip of the San Francisco Bay, the City of Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. With a diversified resident population of 70,817, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers.

Milpitas is an affluent and well-educated community with an average household income of \$98,979. More than 65% of Milpitas households have an annual income that exceeds \$75,000. The homeownership rate is close to 70% with a median home value of \$745,000. Milpitas' housing market remains affordable relative to the majority of Santa Clara County.



Milpitas is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. A new light rail line opened for service in 2004 and an extension of BART including a major multi-modal station is currently under construction. There are approximately 1,790 acres, or 2.9 square miles, designated for various industrial uses. About 271 acres are vacant and available in parcels ranging from ½ acre to 75 acres. There are eight existing industrial parks and 550 manufacturing facilities in Milpitas.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations.

The two largest employers in Milpitas are Cisco Systems and Lifescan, Inc., with over 2,500 employees each. Other major employers are Solectron Corporation; LSI Logic Corporation; Linear Technology; KLA-Tencor Corporation; Maxtor Corporation; Xicor, Inc.; Seagate Technology, Flextronics and SanDisk. Several of these top employers have made the City of Milpitas their corporate headquarters as well. Given the City's desirable location for high-tech industry, the daytime population of Milpitas doubles to 130,000.

## THE DEPARTMENT

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The Department provides three essential services:

- (1) Planning performs and coordinates the review of land development applications, provides public information on land use regulation and staffs the Planning Commission, Economic Development Commission, and Community Advisory Commission. Planning is also responsible for maintaining the General Plan, specific plans and the zoning ordinance as well as coordinating economic development activities with the City Manager's Office.
- (2) Housing ensures that residential, commercial and industrial properties are maintained in accordance with regulations of the Municipal Code and Uniform Housing Code and administers the Graffiti Abatement Program, the Abandoned Vehicle Abatement Program and the Animal Control Ordinance. Housing also administers the Community Development Block Grant (CDBG) and the City's Housing Rehabilitation Loan Program to benefit low income residents.
- (3) Neighborhood Services staff ensures that properties are maintained in accordance with regulations of the Municipal Code and administers the Graffiti Abatement and Abandoned Vehicle Abatement Programs.

### Department Mission Statement:

"The Planning & Neighborhood Services Department promotes and facilitates high quality of life through community partnerships, innovation, vision, and exemplary customer service to ensure a vibrant Milpitas."

### Department Core Values:

1. Customer Service. We strive for exemplary customer service, exceeding customer expectations, and improving our delivery of service through strategic and creative solutions.
2. Leadership. As leaders, we strive to implement community vision through high quality planning and neighborhood preservation programs and standards.
3. Integrity. We promote teamwork, diplomacy, courtesy, thoughtfulness, honesty, and candor in all interactions.
4. Mutual Respect. We support citizen and stakeholder participation that promotes open communication and mutual respect.
5. Innovation. As a unifying framework to meet sustainable environmental, economic and social goals, we are dedicated to improving our delivery of services.
6. Teamwork. Collaboration, communication and cooperation are essential to our success. We expect the best of each other and ourselves. We build positive working relationships that enhance community livability to address local and regional challenges.
7. Economic Vitality. We promote an environment where businesses can flourish, and seek mutually beneficial relationships with the business community.

## ABOUT THE PLANNING AND NEIGHBORHOOD SERVICES DIRECTOR

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Steve McHarris joined the City of Milpitas as Planning & Neighborhood Services Director in October 2012. Steve has 27 years of professional urban planning experience which includes eleven years of management in California municipal planning. Steve welcomes partnerships and dialogue between the business/development community and Staff in promoting sustainable, healthy, and successful community and economic growth within the City of Milpitas.

## THE POSITION

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The Senior Code Enforcement Officer position will implement varied housing projects and programs; to assist property owners and others in obtaining loans and grant funds to improve housing; to receive and investigate complaints regarding zoning and other Municipal Code violations; interact with the public (including responsible and complaining parties); initiate enforcement actions, including preparation of notices of violation and citations; assist in case preparation for legal actions; testify in court; prepare staff reports; and assist in the revisions to and development of ordinances; and other related work as assigned.



### EXAMPLES OF DUTIES

- 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 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.
- 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.
- 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.
- Perform related duties as assigned.

## QUALIFICATIONS

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The successful candidate must have an Associate of Arts Degree. **Experience:** Three years of progressively responsible code enforcement experience, including demonstrated experience in a leadership role, such as program development and/or management. **License and Certificates:** Possession of or ability to obtain and maintain a Valid California 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), either of which must be obtained within the first year of employment.

## COMPENSATION

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The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range is \$77,871 - \$94,653 annually. The City provides an excellent array of benefits that includes the following:

- Contributory Retirement Plan - New Hire Employee pays 7% employee PERS contribution and 12.3% towards employer PERS contribution
- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, depending on the individual's eligibility.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

## SELECTION PROCESS

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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. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

## TO APPLY

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Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date of: **5:00p.m., Friday, March 28, 2014.**

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

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



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.

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