



City of Milpitas

Announces a job opportunity for **Code Enforcement Assistant**

Part-Time/Temporary Position

Working Title: Code Enforcement Assistant
Annual Salary Range: \$25.00 - \$28.00/hour
Final Filing Date: **July, 25, 2014**

About the Position

The City of Milpitas seeks a Part-time, Temporary Assistant (two – three months from start) to support the Utility Engineering and Neighborhood Preservation Sections with implementing and performing varied specialized in-field, administrative and technical activities related to code compliance including researching, processing and resolving reported violations related to litter, trash management problems, and illegal dumping.

Examples of Duties - duties may include, but are not limited to, the following:

- Provides information to business managers and property owners regarding municipal ordinances and enforcement procedures in the field, and / or over the phone, via email. A high level of direct public contact is required.
- Processes referrals regarding potential municipal ordinance violations.
- Researches, compiles and accurately enters data into various formats, computer systems and software applications; produces reports on a timely basis; maintains accurate records and files.
- Inspects, photographs, and conduct in-field surveys of residential and commercial properties to determine ordinance violations and compliance.

Knowledge of:

Techniques for dealing effectively with people from various socio-economic, ethnic, and age groups; principles and practices of code enforcement; research municipal codes and enforcement methods; conflict resolution principles and methods; modern office equipment, including computers and related software.

Ability to:

- Work in a professional administrative setting, as well as in the field.
- Learn applicable state and local laws and regulates relative to code compliance.
- Perform property inspections and surveys, and manage cases related to code enforcement under the supervision of staff.
- Work and interact with residents and business owners to improve their property to city standards.
- Enforce rules and regulations relative to program areas of responsibility.
- Independently follow through and coordinate multiple cases to reach closure.
- Maintain accurate records and case files and prepare reports and data using a custom software system.
- Communicate clearly, concisely and effectively, both verbally and in writing.
- Establish and maintain effective work relationships with individuals from other city departments, agencies and with the public.
- Use modern office equipment including computers and related software, including Microsoft office suite and custom software for case tracking.

Minimum Qualifications

Any combination of related experience and education equivalent to an Associate Degree (60 completed units of college-level education) and / or five years of direct code enforcement-related duties. Applicants with Certified Code Enforcement Officer status through the California Association of Code Enforcement Officers desired.

Experience: At least five years of work directly related to code enforcement and or administrative / technical support fields.

License: Possession of a valid California Drivers License

NOTE

Upon selection, additional requirements include fingerprint clearance (Department of Justice background check).

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090. Copies of required documents must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date of Friday, July 25, 2014.

Submittal Requirements: A) Brief cover letter stating 1) years of code enforcement and / or administrative / technical support fields; 2) description of past experience, and; 3) certificates as applicable. B) Resume.

Contact: Leslie Stobbe, Public Information Specialist at lesliestobbe@ci.milpitas.ca.gov or 408-586-3352.

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 examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

Salary and Benefits

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range \$25 - \$28/hour.

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.

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

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

