

CITY OF MILPITAS  
Effective: Oct. 1999  
EEOC: Paraprof  
FLSA: Non-exempt  
UNIT: ProTech  
PHYSICAL: 1

## **NEIGHBORHOOD PRESERVATION ASSISTANT**

### DEFINITION

Under general supervision, to implement and perform varied specialized administrative and technical activities related to code compliance including investigation and resolution and processing of citizen complaints; and other related work as assigned.

### DISTINGUISHING CHARACTERISTICS

The Neighborhood Preservation Assistant is the entry-level position in the classification series. Incumbents perform administrative and technical tasks related to neighborhood preservation programs. This classification is distinguished from the Housing and Neighborhood Preservation Specialist in that the latter includes implementation of various housing projects, and assists with the housing rehabilitation program and code compliance.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Housing and Neighborhood Preservation Specialist.

Exercises no supervision.

### EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Maintain accurate records and files of assigned projects and cases; prepare a variety of periodic and special reports related to code enforcement.

Receive and respond to complaints concerning vehicles, graffiti, animals, solid waste, housing code violations, zoning, and sign violation; coordinate with other departments and agencies to facilitate code compliance; mediate disputes; maintain accurate records and files; and, compile statistics.

Prepare reports, letters and memoranda related to code compliance activities.

Provide public information and referral services related to code compliance.

Coordinate graffiti volunteers

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Provide staff support on special projects as assigned, including research, conducting surveys, compiling data and making recommendations on alternative courses of action.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Procedures, regulations and practices in code enforcement.

Basic principles and practices of public administration.

Techniques for effectively dealing with people from various socio-economic, ethnic, and age groups.

Research concepts and methods.

Computer applications related to the work.

#### Ability to:

Learn applicable federal, state and local laws and regulations relative to code compliance.

Enforce rules and regulations relative to program areas of responsibility.

Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines and regulations.

Independently follow through and coordinate multiple projects and meet critical deadlines.

Maintain accurate records and case files.

Communicate clearly, concisely and effectively, orally and in writing.

Establish and maintain effective work relationships with individuals from other City departments, agencies and with the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of progressively responsible administrative support or technical experience in code enforcement, or other fields of technical assistance involving high public contact.

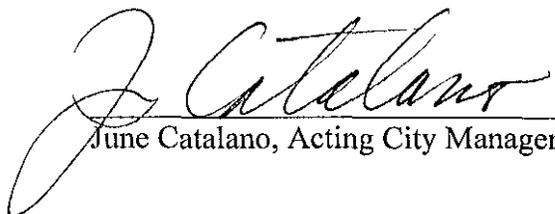
Education:

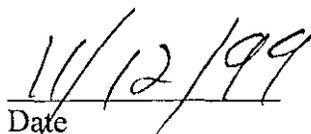
Equivalent to the completion of the twelfth grade.

License and Certificates:

Possession of, or ability to obtain and maintain, a valid California driver's license.

Approved by:

  
June Catalano, Acting City Manager

  
Date