

CITY OF MILPITAS
EFFECTIVE: 5/6/97; 2/1/14
EEOC: Paraprofessional
FLSA: Nonexempt
UNIT: Protech/Housing
PHYSICAL: 1

SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, to 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; attend Council and committee meetings; make presentations; and assist in the revisions to and development of ordinances; and other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Code Enforcement Officer is an advanced journey-level class within the Neighborhood Services Specialist series. Positions in this class perform the more complex zoning and Municipal Code violation inspections requiring the use of considerable independent judgment and initiative. The Senior Code Enforcement Officer classification is distinguished from other classes in the Code Enforcement Officer series by the responsibility of coordinating investigations, providing training to less experienced staff, as well as for performing the more complex duties assigned to positions within this series. Direction is provided by the Principle Planner or designee. May exercise technical supervision over less experienced staff. Incumbents of this classification may be required to work nights, weekends and holidays as necessary to complete assigned duties and responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principle Planner.

Exercises direct supervision over the Housing and Neighborhood Preservation Specialist and office support positions.

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

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 subordinate staff.

Develop and implement ongoing staff training program; provide training to new Code Enforcement staff in terms of City policies, procedures, rules and regulations.

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.

Attend community and neighborhood meetings; interact with key City staff, City Commissions (Community Advisory Committee) and Council members.

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.

MINIMUM QUALIFICATIONS

Knowledge of:

City codes and ordinances enforceable by the City; business English, spelling, grammar and basic report writing.

Principles of the Uniform Housing Code, zoning code, and other local codes concerning health, sanitation and property nuisances.

Principles and practices of public administration including organization, budget and personnel management.

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:

Read, understand and identify City Code violations.

Perform complex inspections, investigation and enforcement of applicable codes and ordinances.

Conduct extensive research of City and County records, coordinate the work of other code enforcement staff, and provide expert technical advice on zoning and code issues.

Gather information in an organized manner and draw a conclusion on complex issues while applying applicable laws, rules and regulations; prepare neat and accurate reports.

Manage a caseload up to and including resolving the case through the criminal or administrative process, follow prescribed procedures quickly and accurately.

Establish and maintain good relationships with citizens, business owners, homeowner groups, City, County offices, State offices and special districts.

Coordinate with City departments and governing entities to ensure compliance with code violations.

Plan, organize, supervise, train, review and evaluate the work technical and clerical staff in a manner conducive to independent judgment and high performance and personal accountability.

Interpret and apply federal, state and local laws, rules and regulations related to housing and code compliance; analyze, interpret, apply and explain laws, rules, codes and regulations related to housing production, preservation and maintenance and code compliance.

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.

Use a personal computer/tablet to compose and edit written management and technical reports.

EXPERIENCE AND EDUCATION

Experience:

Three years of progressively responsible code enforcement experience, including demonstrated experience in a leadership role, such as program development and/or management.

Education:

Possession of an Associate of Arts Degree.

License and Certificate

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.

Approved by:

City Manager

Date

Human Resources Director

Date