

CITY OF SIMI VALLEY

SENIOR CODE COMPLIANCE OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, supervises, assigns, reviews and participates in the work of staff responsible for enforcing various municipal and regulatory codes; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for City code compliance activities including zoning, public nuisances, property maintenance, building and safety, public health, safety, welfare, solid waste, animal regulation ordinances, and planned development and special use issues; respond to citizen inquiries and complaints concerning potential code violations.
2. Establish schedules and methods for providing code compliance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Perform the more technical and complex tasks of the work unit including providing technical direction and assistance to code compliance officers.
6. Plan, direct and participate in field inspections related to code compliance and potential violations; take photographs and conduct interviews of involved parties at field inspections as needed.
7. Supervise the use, care and operation of code compliance equipment including portable and mobile radios, cellular phones, digital cameras and City vehicles.
8. Coordinate, implement, and monitor special projects; perform complex research and analysis of new programs, services, policies and procedures; review and develop Municipal Code and project conditions; prepare staff reports for City Council review.

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9. Perform, coordinate, and make recommendations for staff in the implementation of administrative remedies for compliance programs including the issuance of notice and orders and civil fines, and proceedings of appeal hearings to adjudicate legal cases pertaining to business persons and residents.
10. Oversee staff assigned to public nuisance abatement contracts; monitor compliance with applicable ordinances.
11. Prepare investigative code compliance reports for filing with the City Attorney's Office; assist the City Attorney's Office in preparing court actions; gather background information, photographs and evidence; testify in court as needed.
12. Attend meetings with departmental staff; coordinate with outside agencies, business owners and the public on various compliance related projects.
13. Respond to complaints from City departments and/or divisions, businesses and residents concerning municipal code violations; coordinate with appropriate City departments or divisions on resolution.
14. Prepare ordinance revisions to accommodate changes in the scope of compliance services; prepare compliance resolutions.
15. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
16. Participate in the selection of code compliance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
17. Participate in the preparation and administration of the code compliance program budget; submit budget recommendations; assist in monitoring expenditures.
18. Prepare analytical and statistical reports on operations and activities.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations and changes in applicable laws and legal procedures affecting code compliance operations.
20. In the absence of the Code Compliance Supervisor, oversee the Code Compliance Section.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of a compliance program.
- Methods and techniques of code enforcement.
- Principles and practices of contract administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of evidence and court rules and procedures.
- Methods and techniques of research and analysis.

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Modern office procedures, methods and equipment including computers and applicable software applications.
Operational characteristics of compliance equipment and tools.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Prioritize tasks and meet deadlines.
Independently perform the most difficult field inspections.
Interpret, explain and enforce department policies and procedures.
Operate a variety of compliance equipment including City vehicle in a safe and effective manner.
Perform code enforcement.
Research and analyze information.
Gather evidence and testify in court as needed.
Operate office equipment including computers and applicable software applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Oversee sensitive and confidential issues.
Prepare clear and concise reports.
Prepare and participate in Administrative Hearings.
Manage sensitive and confidential issues.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in planning, public administration, or a related field.

Experience:

Three years of increasingly responsible compliance experience including one year of administrative or lead supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a PC 832 certification.

Possession of, or ability to obtain, a California Law Enforcement Telecommunications System (CLETS) certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site, exposure to computer screens, heat, cold, noise, inclement weather conditions; moving objects/vehicles; work on slippery or uneven surfaces.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying; kneeling, repeated bending; operating motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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