



JOB DESCRIPTION

CITY OF SILVERTON, OREGON

This description, overview, and expectations do not constitute an employment agreement with the City of Silverton and are subject to change by the City as the needs of the City change.

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| Class Title: Code Compliance Specialist | Supervisor: Community Development Director |
| Department: Community Development | Supervises: None |
| FLSA Status: Non-Exempt | Bargaining Unit: None |
| Type: Non-Exempt Group | Effective Date: January 2024 |
| Review Date: | Revised Date: |

GENERAL POSITION SUMMARY: The Code Compliance Specialist reports to the Community Development Director and is responsible for enhancing and building the Code Compliance program, investigating potential violations of the Silverton Municipal Code; working to obtain voluntary compliance from the responsible parties as well as conducting follow-up inspections and monitoring progress. Incumbents are responsible for report writing, case management, and follow-up to ensure code compliance. Periodically monitors downtown for parking violations. May take formal enforcement actions to include, issuance of parking citations, or imposition of civil penalties.

ESSENTIAL FUNCTIONS:

- Respond to general inquiries from the public and other agencies regarding City ordinances and code compliance policies, procedures, and cases.
- Issue parking citations for violations of parking ordinances and statutes in the Central Business District and areas where parking meters have been installed pursuant to City Ordinance.
- Enforce loading zone restrictions and handicapped parking statutes.
- Handle administrative duties associated with filing of parking tickets, sending letters to violators, sorting and accounting for tickets issued and received. Testifies in Municipal Court on contested parking violations.
- Conducts field investigations of potential code violations. Gathers evidence; compares facts with code requirements; makes findings; delivers written correction correspondence; issues warnings, correction notices, or citations; and provides court testimony.
- Identifies code violations and ensures the person responsible for the violation complies with signage and development code regulations; building occupancy; nuisances; noise; and other municipal code standards. Initiate investigation for observed violations and seek voluntary compliance from responsible parties.

- Respond to citizen complaints regarding potential Municipal Code violations. Follows up with the citizen filing the complaint regarding the results of the investigation and deadline for compliance.
- Monitor and re-inspect properties to ensure continued compliance.
- Prepare and maintain investigative files including photographs of the violations, investigative reports, and reports of inspection and activities. Prepare letters, reports, notices, affidavits, administrative warrants, and citations in support of enforcement activities.
- Prepare notices outlining corrections methods, time limits, permits, and remedial work required.
- Research relevant background data using multiple databases to verify information related to enforcement investigations and complaints. Use computer databases to determine vehicle or property owner, and tenant information. Interpret tax and property ownership records, vehicle records, or documents related to enforcement complaints.
- Work with the Community Development Director to enhance and broaden the program.
- Make recommendations to the City regarding the revision of Ordinances.
- Assists the public with problem solving processes such as the “Neighbor to Neighbor” Mediation Program.
- May coordinate volunteer activities which could include park clean up or other opportunities to bring residents together to beautify and build collaboration within the community.

MINIMUM QUALIFICATIONS:

- o High school diploma or GED equivalent
- o Valid State of Oregon driver’s license within six (6) months of hire.
- o Two (2) years of experience in ordinance compliance, or a combination of training, education and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

OTHER REQUIREMENTS:

- o Must pass criminal background check necessary to obtain Criminal Justice Information System clearance and Law Enforcement Data System certification (if applicable) within 30 days of hire. Clearance must be maintained throughout employment.
- o Must pass pre-employment drug test.
- o Must pass pre-employment background check.

KNOWLEDGE REQUIRED:

- o Requires a good knowledge of the community and surrounding area in order to direct citizens and visitors when information is requested.
- o Familiarity with City Ordinances and municipal code related to nuisance, abatement, and zoning.
- o Ordinances/laws relating to general planning, zoning, signing, parking enforcement, and/or building codes.
- o Basic property ownership principles, public right-of-way issues.
- o Ability to compile information and statistics related to code violations.
- o Able to locate sources of information related to code compliance.
- o Terminology of governmental and legal procedures related to code compliance.
- o Modern office methods, procedures, and computer equipment.

SKILLS REQUIRED:

- o Ability to use discretion, tact, and judgment in public contacts.
- o Ability to communicate in a firm, courteous and tactful manner while ensuring impartiality and consistency, and respecting individual rights.
- o Ability to participate in small group processes, present ideas clearly, resolve conflicts, and convey technical concepts to others both orally and in writing.
- o Effective presentation of alternatives for resolving code violations to achieve compliance.
- o Ability to effectively manage and resolve conflict.
- o Establish and maintain cooperative working relationships with those contacted in the course of work; including, but not limited to, co-workers, the general public, and members of the business community.
- o Exhibit good internal and external customer service skills and follow up on unresolved issues in a timely manner.
- o Ability to effectively communicate verbally and in writing; write legibly.
- o Take direction to effectively organize multiple priorities in a fast-paced work environment.

PHYSICAL ACTIVITIES/REQUIREMENTS:

See attached.