



CITY OF SILVERTON

JOB ANNOUNCEMENT 24-03

The City of Silverton is an Equal Opportunity Employer

Job Title	Code Compliance Specialist
Job Hours	40 hours a week, Monday – Friday, 8:00 a.m. to 5:00 p.m.
Hourly Range	\$23.3881 to \$29.8498 per hour
Benefits	The City offers an excellent total benefits package which includes City-paid employee health, dental, vision, long-term disability, and life insurance, generous family coverage options, City-paid employee contribution to PERS, and options to contribute to deferred compensation plans and choose voluntary benefits.
Location	Silverton City Hall, Community Development Department 306 S. Water St., Silverton, OR 97381
Application Dates	<ul style="list-style-type: none">• Open – February 8, 2024• First review will take place March 1, 2024• Position open until filled.
To Apply	Please visit www.silverton.or.us/jobs for application materials and complete job description. Applicants should attach all of the following and submit to HR@silverton.or.us or deliver to City Hall: <ol style="list-style-type: none">1. Completed City of Silverton Employment Application2. Resume
Veterans' Preference	Candidates eligible for Veterans' Preference must complete a City Veterans' Preference Form (available with City of Silverton Application) and include appropriate documentation to receive Veterans' Preference points.

The City of Silverton is committed to building a community where people thrive, have a sense of safety, connection, and belonging, so everyone is honored and celebrated for the richness in diversity they bring. We encourage applicants of diverse backgrounds and lived experience to apply.

Position Summary: *(Refer to the job description for a detailed list of duties and working conditions)*

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.

Minimum Qualifications

- High school diploma or GED equivalent
- Valid State of Oregon driver's license within six (6) months of hire.
- 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

- 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.
- Must pass pre-employment drug test.
- Must pass pre-employment background check.

Essential Functions

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

- 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.

Knowledge Required

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