

**City of San Juan Bautista  
Position Description**

**Code Enforcement Officer**

**Part Time, 20 Hrs./Week**

**Permanent Employee**

**Non-Exempt Classification – Overtime Provided per Municipal Personnel Policies**

DEFINITION

Under limited supervision, investigates and enforces zoning, property maintenance, permit violations, vehicle abatement ordinance and other code violations; performs related duties as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Responds to complaints or inquiries regarding zoning, property maintenance, and vehicle abatement; explains code requirements, established policies and procedures.
2. Prepares case files requiring the establishment of legal owner, the verification of the parcel address, and other information necessary to conduct investigation and enforcement action.
3. Conducts site visits; documents violations by taking photographs and recording other pertinent data; surveys and investigates on patrol as directed.
4. Issues routine correspondence and reports; issues misdemeanor violation notices; assists in the conduct of follow-up procedures including the preparation of additional correspondence, communications with complainants, attorneys, and property owners involved in code violation cases; testifies in court as required.
5. Investigates and enforces the City's ordinance regulating the parking of vehicles within the City limits, including recreation and commercial vehicles.
6. Provides routine assistance to the public, and assists other department staff involved in related activity.
7. Assists public works and community development services departments in conducting inspections.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include two years of experience in public contact work which required the application of established policies and procedures in performance of assigned tasks.

### Knowledge, Skills, and Abilities

Working knowledge of the organization and functions of the various agencies involved in the planning and zoning process; related federal and state laws, ordinances, rules, and regulations. Ability to interpret and explain related federal and state laws, ordinances, rules, and regulations; conduct research and compile data; work independently; use correct English grammar, punctuation, and spelling; communicate effectively both orally and in writing; compose correspondence; read and interpret maps, plans, and legal descriptions; use a camera effectively; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

### Special Requirements

Possession of an appropriate California drivers' license at time of appointment, and a satisfactory driving record.