



Regional Government Services
**Code Enforcement and Community Services
 Officer**

SALARY	\$6,066.67 - \$8,131.07 Monthly \$72,800.00 - \$97,572.80 Annually	LOCATION	San Juan Bautista, CA
JOB TYPE	Client Full Time	JOB NUMBER	0524
DEPARTMENT	City of San Juan Bautista	DIVISION	City of San Juan Bautista
OPENING DATE	04/17/2024	CLOSING DATE	5/10/2024 11:59 PM Pacific

Position Description

Ready to embark on a rewarding journey engaging community? San Juan Bautista eagerly welcomes dedicated professionals with community-based law enforcement or public safety experience to become valued members of our tight-knit team. Envision yourself in the picturesque, secure, and culturally vibrant setting of this beautiful small town where your contributions truly matter. If you excel in fostering community connections and forging impactful relationships, seize this opportunity. Don't miss out on this exceptional chance—act now and become an integral part of this dynamic team. Your next chapter of professional growth and personal fulfillment awaits in San Juan Bautista! Apply today and ignite your potential with us.



Regional Government Services and its staff are conducting the recruitment on behalf of the City of San Juan Bautista.

THE IDEAL CANDIDATE WILL:

- Interpret and apply laws and regulations of the City and State.
- Have knowledge of procedures and methods required to perform a full range of public safety and enforcement support including issuing citations and notice of violations.
- Support and practice the Community Policing philosophy model and effective problem-solving techniques.
- Have knowledge of conducting basic investigations.
- Be able to think clearly and act decisively in emergency situations while remaining calm under stressful conditions.
- Demonstrate the ability to exercise sound judgment, impartiality, diplomatic demeanor, and discretion.
- Represent the organization as a professional, poised, and competent staff member at meetings, group settings, community events, and public forums.
- Have demonstrated experience in maintaining cooperative working relationships with managers, employees, various public agencies, customers, vendors, other groups, intergovernmental, and regulatory agencies.

- Demonstrate critical thinking to summarize information, evaluate and analyze circumstances and situations to apply knowledge and decide on an appropriate action.
- Be detail-oriented, manage multiple tasks, assimilate, interpret, remember, recall, relate and act upon facts and details heard, observed, and read.
- Effectively and professionally communicate orally and in writing.
- Peacefully de-escalate angry citizens.
- Understand and speak to the concerns of a diverse community.
- Be able to operate a city vehicle including, but not limited to, patrol vehicles, vans, and radar trailer.

COMPETENCIES

Accountability: Accepts responsibility for oneself and actions.

Decision-making and Judgement: Takes action that is consistent with available facts, and probable consequences. Makes decisions that are based on careful thought.

Initiative: Self-starter.

Reliability and Commitment: Demonstrates alignment with the mission of the organization and dedication to working toward the organization's goals.

Teamwork: Works collaboratively with others. Participates in team activities and works effectively and cooperatively with others.

Communication: (including listening skills) Exchanges information with constituents using oral, written, and interpersonal communication skills.

Inclusiveness Respects and values working in a diverse environment. Demonstrates respect for people and their differences.

Customer Service: Implements activities designed to enhance the level of customer satisfaction.

Relationship Building and Interpersonal Skills: Maintains positive and constructive internal and external relationships through staff development.

Problem-solving: Finds solutions to difficult or complex issues.

Conflict Management and Stress: Intervenes in conflict situations, successfully alleviating or eliminating discord. Maintains focus and emotional control in stressful and in unpleasant or extreme environments.

Safety: Takes action to evaluate, establish, and maintain safety standards for employees and others.

About San Juan Bautista

Founded in 1797, San Juan Bautista, named after "Saint John the Baptist," is a city nestled in San Benito County. As of the 2020 census, its weekend population reached 2,089, with around 800 residents calling it home. Originally known as San Juan de Castro after the Mexican secularization of 1833, the town was officially incorporated in 1896. Today, San Juan Bautista stands as a popular tourist destination, boasting the San Juan Bautista State Historic Park and other significant historic sites, along with cultural institutions like El Teatro Campesino.

This unique village exudes early California history, featuring one of the most authentic and pristine missions on the California mission trail. San Juan Bautista is committed to preservation, evident in its nationally registered historic district, a main street reminiscent of the old west, and original adobes dating back two centuries. The city's embrace of multicultural performing arts, artists, festivals, and street fairs creates a year-round celebration of entertainment. Surrounded by untouched hillsides, organic fields, and natural habitats, San Juan Bautista beckons with a call to nature and rustic outdoor experiences, complementing the rich historical tapestry of the community.

Examples of Duties

The Code Enforcement and Community Services Officer is a non-sworn position that reports to the Public Safety Coordinator. This position provides a wide range of field and office support for the City's Public Safety Department that includes answering phones, front desk and customer service, parking enforcement, code enforcement, traffic control, contract services for law enforcement, fire protection, disaster preparedness, animal control, and City nuisance ordinances. Performs customer service, traffic control, and various other supporting tasks for the Department. Depending on the needs of the department, incumbents may be assigned to commercial vehicle enforcement, and support special events on

weekends and evenings.

The following duties are examples of duties for Code and Community Services Liaison:

- Provides a wide range of services to the community for the benefit of law enforcement; serves as a Parking Enforcement Officer, Abandoned Vehicle Abatement Officer, illegal commercial truck traffic enforcement, and receives verbal and written citizen inquiries and complaints.
- Provides Code Enforcement functions related to land-use policies and laws, enforces various administrative policies including, but not limited to, the illegal use of fireworks, excessive noise, and correcting nuisance properties.
- Provides traffic and crowd control for special events and scenarios involving law enforcement.
- Manages and supports the various non-emergency complaints and calls received within the City; drives department vehicles on various shifts and responds to emergent and non-emergent situations including, but not limited to, stolen or disabled vehicles, abandoned vehicles, injury and non-injury traffic collisions, past tense property crimes, potential fraud, missing persons, and responds to calls for animal services to assess and report to the supervisor.
- Performs multiple front desk and customer service duties; answers phones, directs callers, takes photographs, processes special vehicle permits, completes incident and crime reports with limited or no suspect information, and handles a wide range of administrative tasks within the Public Safety Department.
- Assists public safety service contractors and supervisor in field duties, community presentations and special assignments.

Typical Qualifications

Experience: Two (2) years of experience dealing with the public in at least one of the following areas: code enforcement, housing, building inspection, environmental inspections, animal control, abatement or public safety for a public agency OR possess a certificate of registration as a Code Enforcement Officer, Building Inspector, Combination Inspector, or other discipline from the International Conference of Building Officials (ICBO).

Two years' experience in obtaining compliance with applicable codes, including investigations and report writing.

Licenses and Certifications: A valid California State Driver's License; PC 832 Certificate required within one year of hire date.

Bilingual (English/Spanish) is preferred.

Supplemental Information

Benefits:

- 2 weeks (80 hours) paid Vacation annually [increases to 3 weeks (120 hours) after 5 years; and 4 weeks (160 hours) after 10 years]
- 2 weeks (80 hours) paid Sick leave annually
- 11 paid Holidays and 2 Floating Holidays annually
- Paid health benefits including vision, dental and Employee Assistance Program, for the employee; opportunity to provide benefits to spouse and family members at employee's pre-taxed wages (voluntary) and opportunity to sign up for AFLAC at employee's pre-taxed wages (voluntary)
- City participates in Social Security
- CalPERS 457 investment program with 3% contribution by the City (voluntary)
- Costco membership

APPLICATION PROCESS AND SELECTION PROCEDURE:

LINK TO APPLY HERE: <https://bit.ly/CodeCommOfficer>.

Applications must be submitted on-line through this applicant tracking system. Materials must be complete and clearly indicate the candidate meets the minimum qualifications. Incomplete, late, emailed, and faxed applications are not accepted. Resumes are not considered in lieu of the required employment application.

Certificates, resumes, and/or cover letters must be uploaded with your application through this applicant tracking system.

All statements made on the application, resume, and supplemental materials are subject to verification. False statements may be cause for immediate disqualification, removal from eligibility list, or discharge from employment.

The deadline to apply is **May 10, 2024, at 11:59 PM PST**.

Application – Minimum Qualification Assessment - (Pass/Fail) All completed applications and supplemental questionnaires will be reviewed and assessed for each applicant's ability to meet the minimum work experience, training, and education qualifications.

Online Skills Assessment – (Pass/Fail) An Online Skills Assessment, may be used to evaluate candidates' knowledge and skills for the position. Candidates who are most qualified will be invited to an Remote Screen Interview Examination.

Remote Screen Interview Exam – (100%) Candidates who pass the Online Skills Assessment will be invited to a Remote Screen Interview Examination to evaluate training, experience, and other job-related qualifications for the position. The Remote Screen Interview will be conducted via a video conference platform and is tentatively scheduled for **May 15th -17th, 2024**.

Successful candidates will be submitted to the City of San Juan Bautista for further consideration.

All communication and notices will be sent via e-mail. Additional inquiries about the position may be directed to Lbutler@rgs.ca.gov.

Neither Regional Government Services nor the City of San Juan Bautista are responsible for failure of internet forms or email in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise RGS by contacting Lbutler@rgs.ca.gov.

City of San Juan Bautista is an Equal Opportunity Employer.

Agency

Regional Government Services

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View Job Posting for Agency Information

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Phone

1-650-587-7314

Website

<https://www.rgsjpa.org/>