



EMPLOYMENT OPPORTUNITY

SENIOR CODE COMPLIANCE OFFICER

FULL TIME - EXEMPT

First review: May 26, 2022. Apply early. This position may close at any time without notice. Interested parties are strongly encouraged to submit application materials as soon as possible.



Exciting New Opportunity

Join our professional Planning Team in our Community Development Department

Salary Range: \$6,695 - \$8,157/month

Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join a dynamic organization with great benefits and a family-friendly staff dedicated to serving the Agoura Hills community.

What You'll Do

- Response to complaints or inquiries regarding zoning, property maintenance, and vehicle abatement; explains code requirements, established policies and procedures and provides recommendations for violation resolution.
- 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.
- Conducts site visits; documents violations by taking photographs and recording other pertinent data; surveys and investigates on patrol as necessary; schedules and performs all follow-up functions to gain compliance including drafting compliance agreements, inspection requests, calls, meetings, discussions and negotiations to ensure compliance with appropriate codes and ordinances; issues administrative citations and notices of violation as necessary.
- 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.

- Investigates and enforces the City's ordinance regulation the parking of vehicles within the City limits, including recreation and commercial vehicles.
- Provides routine assistance to the public, and coordinates with outside agencies to enforce multi-jurisdictional issues; consults with other agencies and City departments to investigate violations.
- Performs routine checks business license checks and conducts site inspections related to business license permits.
- Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
- Reviews, analyzes, and provides recommendations for modification of current municipal laws or adoption of new municipal ordinances; participates in drafting amendments and new municipal ordinances.
- Monitors and oversees administrative citation process including appeal review; functions as City advocate; presents the City's position at appeal hearing as required.
- Researches, compiles, reviews, and analyzes data for programs and special projects; prepares a wide variety of reports, documents, and statistical information as required

What You Bring

EDUCATION:

Any combination and/or experience that provides 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; conflict resolution skills and public relations practices; establish and maintain cooperative working relationships.

Physical Demands

While performing the duties of this class the employee is regularly required to sit, talk or hear, both in person or on the telephone, and operate standard office equipment and drive a city vehicle. The employee is frequently required to stand and walk. The need to lift, carry and push equipment and supplies weighing up to 40 lbs. is sometimes required. Specific vision abilities required by the job include close vision, color vision and the ability to focus.

Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Requirements

Possession of an appropriate California drivers' license at time of appointment and a satisfactory driving record. Completion of P.O.S.T 832 Arrest, Search and Seizure Certification within six months

Are you ready? Apply!

Submit your application and resume online at <https://www.agourahillscity.org/>. Questions: email Celeste Bird at cbird@agourahillscity.org. Applications materials will be screened on a continuous basis with the first review date of May 26, 2022. Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of an official City Application. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to interview.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).