



## Town of Hillsborough Positions Descriptions Code Enforcement Officer I/II

Department: Police  
FLSA Status: Non-exempt

Bargaining Unit: Police  
Revision Date: 06/05/01

### **GENERAL PURPOSE**

Under general supervision of the Executive Assistant, performs technical office and field work in public education and enforcement of codes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Incumbents in this position typically perform, but are not limited to, the duties noted below on a regular basis:

- Implements a proactive program to elicit the voluntary improvement of properties, buildings, and landscaping, including education and outreach programs for individuals and groups;
- Contacts and responds to residents regarding code enforcement issues either in person, by writing letters or issuing citations;
- Coordinates inspection and disposition of cases with public works, planning, building, and fire departments, the city attorney, and other agencies such as county health and animal control;
- Prepares and presents code violation cases before appropriate commissions and City Council;
- Assists City Attorney's Office in preparing cases for court action;
- Provide information to the public by phone, in writing, and in person;
- Maintain and update routine and complex records, logs and reports;
- Assists with code enforcement policy and procedure development;
- Assists Police Officers, as directed, with non-hazardous tasks.

### **DESIRED MINIMUM QUALIFICATIONS**

Candidates for the position should possess the equivalent of a high school diploma; an AA degree from an accredited college; possession of a valid and unrestricted Class C California Driver's License, and a minimum of two (2) years experience working in an office environment. The ability to communicate both clearly and concisely orally and in writing to individuals and groups; to read, understand and apply regulations and laws related to code enforcement; deal tactfully and courteously with the public and coworkers. Skills to operate word processing, spreadsheet, database and presentation programs and to make simple arithmetic computations. Possession of Southern California Association of Code Enforcement Officials certification within 12 months of appointment. Candidates for Code Enforcement Officer II must possess a strong knowledge of principles of code enforcement, zoning, land use and municipal permitting processes, and 2 years full-time experience as a code enforcement officer.

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_