



TITLE: CODE COMPLIANCE COORDINATOR

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: Misc.

DEFINITION

Under the direction of the Environmental Health Director, provides coordination and support duties related to the enforcement of the Tehama County codes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Environmental Health. May provide work direction and guidance to clerical staff.

CLASS CHARACTERISTICS

This is a single-level classification which performs a variety of specialized and confidential administrative and legal duties related to Code Enforcement for various County departments, including coordinating activities of staff of assigned program and projects. This class is distinguished from the class of Code Enforcement Officer in that the latter performs inspections and enforces various State and local codes, ordinances and regulations related to zoning and property usage, health and nuisance violations, abandoned vehicles and similar codes.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Prepares legal documents, comprehensive reports, documents and background data to substantiate suspected code violations.
- Researches records; files and maintains various documents for violation tracking and other projects.
- Develops procedures to ensure compliance with applicable laws and regulations related to Code Enforcement.
- Monitors payment of fines imposed and fees due.
- Receives, documents, and delegates referrals from County departments and other county regulatory agencies.
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Coordinates and schedules meetings or appointments for departmental personnel; arranges for meeting rooms, may attend meetings and take minutes.
- Maintains a variety of logs and records related to inspection and enforcement activities.
- Prepares recommendations for amendments and additions to codes or regulations which relate to the Code Enforcement program.
- Coordinates enforcement efforts with law enforcement, Planning, Building, County Health Services Agency, County Counsel, and other staff or agencies, as needed.

- Researches property ownership, variances, use permits and other documentation regarding the property in question; may perform title searches on property.
- Prepares a variety of written materials, including inspection requests, notice of violations, notice and orders, citations, inspection warrants, correspondence, reports and educational materials for code enforcement officers.
- Documents and maintains accurate records of inspections, actions taken and regulatory efforts; prepares written reports, correspondence and cost reimbursement requests.
- Develops and maintains database records regarding code violations.
- Prepares correspondence related to investigations and compliance.
- Prepares written reports to be reviewed by appropriate County legal staff for civil charges.
- Prepares case files, including establishment of legal ownership, verification of the parcel address, and other necessary information related to investigation and enforcement actions.
- Coordinates duties related to the Abandoned Vehicle Abatement program.
- Coordinate abatement of nuisances and code violations after resolution of enforcement proceeding, when voluntary abatement is not achieved.
- Performs various office duties as required, including answering the telephone, typing reports and correspondence, copying and filing documents, entering data into the computer, etc.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Types, formats, and proofreads a wide variety of reports, letters, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Business letter writing and the standard format for reports and correspondence
- Principles and practices of data collection and report preparation
- Organization and function of public agencies, including the role of elected and appointed boards and commissions
- Laws, codes, regulations, and County ordinances governing building inspections, zoning and public health and safety
- Record keeping principles and procedures
- English usage, grammar, spelling, vocabulary, and punctuation
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment
- Principles and practices of data collection and report preparation
- Business arithmetic and basic statistical techniques
- Computer applications related to the work, including word processing, database, and spreadsheet applications
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

Ability to:

- Perform responsible administrative support work with accuracy, speed, and minimal supervision.
- Handle sensitive and confidential documents.
- Follow established code enforcement, notice of violation and abatement procedures.
- Work with others in stressful and/or confrontational situations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Maintain significant flexibility in daily operations and decision making.
- Read and interpret various materials pertaining to the responsibilities of the job.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Compose correspondence and reports from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial, and statistical computations.
- Demonstrate leadership, coordinate staff and delegate tasks and authority.
- File materials alphabetically, chronologically, and numerically.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Make sound, educated decisions.
- React calmly and professionally in emergency, emotional and/or stressful situations.
- Work independently and as a team member.
- Establish and maintain effective working relationships with those contacted on the job.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade
- Three (3) years of increasingly responsible administrative, legal or advanced secretarial support experience, preferably in a public agency.
- Experience performing support work for a regulatory agency responsible for performing inspections or investigations involving enforcement of laws, codes or ordinances related to building, zoning and health and safety rules regulations is highly desired.
- Other combinations of education and experience may be considered.

License and Special Requirements:

- A valid Class C California driver's license or alternative form of transportation may be required for some positions at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Current, less than 1 year old, typing certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and copier; strength stamina, and mobility to perform light to medium

physical work including transporting mail, supplies, and filing; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter, and retrieve data manually as well as using a computer keyboard, typewriter keyboard, or calculator, to set up and file various data and records, and to operate standard office equipment. Positions in this classification occasionally bend, carry, stoop, squat, twist, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be exposed to dust, scents, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(12/16/14)