



# SAN RAFAEL

THE CITY WITH A MISSION

## Code Enforcement Official I/II

Level I: \$5,215 - \$6,339 per month

Level II: \$5,755 - \$6,995 per month

(Level of placement will depend on experience/qualifications)

Plus excellent benefits

**OPEN UNTIL FILLED:** *Apply by Wednesday, September 4, 2024, for first consideration*

**THE CITY** is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 62,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$172 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

### **THE POSITION:**

The City of San Rafael is recruiting for a Code Enforcement Officer in our Community Development Department. Under immediate supervision, this position assists with the enforcement of all provisions of the San Rafael Municipal Code, performs code inspections, and enforces the zoning code.

This position is a flexibly staffed position and may be filled at any level in the series, dependent upon the candidate's experience and qualifications. The distinguishing characteristics between each level is as follows:

**Code Enforcement Official I:** This class is distinguished from the Code Enforcement Officer II by the performance of the more routine tasks and duties assigned to positions within the series including field investigations and field inspections. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Code Enforcement Official II:** This is the full journey level class. Employees at this level are distinguished from the Code Enforcement Officer I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class shift away from office and group fieldwork to more defined, independent work.

***This position performs the following essential job duties (including but not limited to):***

- Exercises enforcement and abatement responsibilities under the land use regulations of the City's Municipal Codes.
- Conducts field investigations of reported complaints of municipal code, ordinance and resolution violations.
- Advises individuals of violations and methods of abatement.
- Seeks abatement (remedies) through voluntary compliance or informal administrative process or administrative hearings or judicial action.
- Conducts field inspections to uncover violations, gathers supporting evidence, inform individuals of code provisions and encourage compliance.
- Issue warnings and violation notices and see remedies through voluntary compliance or informal administrative process or administrative hearings or judicial action.
- Explains and interprets municipal codes, ordinances, and resolutions at the counter and in the field to City staff, to property owners and the generic public.
- Confers with other agencies and City departments, verbally and in writing, on the investigation and disposition of related violations.
- Prepares written staff reports and presents evidence at hearings before the Planning Commission, City Council, Hearing Officer, and/or Courts of law related to current code enforcement administrative and judicial proceedings.
- Complete forms, prepare reports, investigation narratives and related correspondence.
- Maintains case records, program statistics, and related materials.
- At the Level III, function as a lead work supervisor over other Code Enforcement Official (I/II) employees.
- Performs related duties as required.

***To be eligible for this position you must have knowledge of/ability to:***

- Correct English usage, spelling and punctuation.
- Simple research and statistical methods.
- Interviewing techniques necessary to obtain investigative and personal data.
- Modern office policies, procedures, and equipment.
- Goals, objectives and policies of the department.
- Correct written and spoken English.
- Technical aspects of Zoning and Code Enforcement.
- Supervisory techniques and methods.
- Interpret and apply laws, ordinances, codes and policies.
- Express oneself clearly and concisely both orally and in writing.
- Work cooperatively with other departments, agencies, and citizens.
- Establish and maintain effective work relationships.
- Lead and direct the work of others.
- Perform field inspections, investigations.
- Enforce applicable codes and ordinances.

**EDUCATION and/or EXPERIENCE:**

Any combination of experience and training that would likely provide the required knowledge, abilities and skill. A typical way to obtain the knowledge, abilities, and skill would be:

**Code Enforcement Official I:**

- Graduation from an accredited high school or equivalent.
- Community College coursework in communications, law enforcement, planning, business, or public administration, or a related field preferred.
- One (1) year of full-time experience involving the enforcement and interpretation of administrative rules and regulations and direct public contact.
- Valid driver's license.

**Code Enforcement Official II:**

- Graduation from an accredited high school or equivalent.
- Three (3) years of full-time experience involving the enforcement and interpretation of administrative rules and regulations, two (2) years of which must be in a code inspection capacity.
- Valid driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and regularly works in inside environmental conditions. The employee is frequently exposed to video display and moving mechanical parts. The employee occasionally works with use of personal vehicle. The noise level in the work environment is usually moderate.

**APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check/fingerprinting, and drug screen. To file an application, go to: [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to apply via CalOpps: <https://www.calopps.org/san-rafael/job-20535197>.

For more information about the City of San Rafael, please visit [www.cityofsanrafael.org](http://www.cityofsanrafael.org)

**Reasonable Accommodation:** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.