

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>CODE ENFORCEMENT OFFICER II</b>
<b>DEPARTMENT:</b>	<b>PLANNING AND BUILDING</b>
<b>REPORTS TO:</b>	<b>PLANNING AND BUILDING SERVICES DIRECTOR</b>

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<b>CLASS CODE: 2044</b>
<b>FLSA STATUS: N</b>
<b>DATE: 02/00</b>

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Under administrative direction, supervises, coordinates and directs investigation and enforcement activities related to complaints and violations of County and State building, housing, zoning, vehicle, and health and safety codes. Incumbents in this class direct employees involved in interacting with the general public in a positive manner to explain and gain compliance with applicable codes in a tactful and timely manner. Incumbents must be familiar with a broad range of codes, ordinances, and regulations and have the ability to interpret and enforce those codes in the general citizen population.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Receives complaints, directs case file log and preparation; directs initial correspondence; inspects site to determine compliance status and gather information.

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Receives and returns telephone calls.

Inspects property to determine if a violation exists; documents any violation by taking notes and/or photographs.

Prepares reports, violation notices, correspondence and memos.

Follows up on violation cases by reviewing records, re-inspecting sites, typing follow-up notices, and communicating with violators, complainants and staff.

Maintains case files.

Prepares quarterly AVA reports to state.

Manages the purchasing and inventory control of parts, equipment, and supplies for unit.

Attends hearings, court, and various meetings.

Provides assistance to the public and assists other departmental staff in related activity.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer	General Office Equipment	Vehicle	Camera
Boots and Gloves	Flashlight		

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

Associate's degree or equivalent from an accredited two-year college or technical school; and,

Two to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

Valid State Driver's License

Certified Code Enforcement Officer (desirable)

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Principles, practices, and methods of public relations and education.

Principles, practices and techniques of conducting an investigation, interviewing and problem solving.

Basic planning and construction concepts.

Basic methods and techniques utilized in researching ordinances, property ownership and zoning.

Basic constitutional law.

Basic budgeting.

Administration of staff and activities, either directly or through subordinate supervision.

Techniques of supervision.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Applicable state, federal and local ordinances, laws, rules and regulations.

### **Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated

policies, procedures and protocols.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

**Mental and Physical Abilities:**

Ability to read and interpret maps, plans, and legal descriptions.

Ability to read, interpret, apply, explain and gain compliance with related laws, ordinances, rules, regulations, policies, and procedures.

Ability to deal constructively and effectively with conflict and develop resolutions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports, correspondence, procedure manuals.

Ability to speak effectively before public groups and respond to questions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

**Working Conditions:**

While performing the essential functions of this job the employee is frequently required to sit, stand, walk, stoop, kneel, crouch, or bend; speak and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job, the employee is occasionally required to lift or move up to 25 pounds and climb ladders.

Work may require walking/climbing over rough terrain.

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

file: codenof2.25733

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.