



# JOB DESCRIPTION

<b>Title</b>	<b>Code Compliance Specialist</b>	<b>Created</b>	July 2012
<b>Department</b>	Community Development	<b>Revised</b>	Dec 2015
<b>Job Class</b>	A 15 (3 or 4)	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	AFSCME Local 2746 Courthouse/Roads	<b>FLSA</b>	Non-exempt

## **Purpose**

In consultation with the Department Director and/or staff, and county legal counsel, interpret and enforce County land development, solid waste and nuisance control ordinances. Process violations, conduct field investigations, and instruct applicants in development requests or compliance procedures.

## **Essential Functions**

Duties may include, but are not limited to, the following:

- Research records related to land development applications or solid waste and nuisance control complaints; evaluate land impact; contact affected agencies and individuals; write summary of findings and recommendations.
- Inspect sites; interpret, with legal assistance if necessary, and apply County ordinances.
- Conduct violation investigations and process violations of land development or solid waste and nuisance control ordinances; send warnings to violators; issue abatement or violation notices; maintain records of violation investigations.
- Participate in conferences with property owners and/or applicants involving the abatement of violations.
- Monitor lot segregations; review past cases and actions; determine segregation compliance with land use designations or conditions and service standards; prepare violation letters.
- Review developments for compliance with requirements for building permit issuance; research development case files, review conditions for approval and lot of record status.
- Review developments or franchises for compliance with requirements for sign permit issuance; determine land use designation of proposed sites; arrange for design review and building code approval of applications; make recommendations for approval, denial, or revision.
- Answer public inquiries concerning development or solid waste nuisance control procedures and regulations. Prepare reports and memorandums as required.
- Testify in court as directed.
- Coordinate enforcement action with county legal staff; assist in preparation and adoption of code enforcement procedures and regulations.
- Perform other related duties as assigned.
- Follow all safety rules and regulations established for work areas.



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## ***Mandatory Qualifications***

Broad knowledge of principles and practices as applied to code enforcement and compliance. Knowledge of effective communication practices; interpretation of statutes, rules, codes and ordinances; report composition; and basic math are essential. Equivalent to a college degree or college level training in planning, urban studies, or related fields and experience in planning or building codes with emphasis on ordinance enforcement. Possession of a valid Oregon State drivers' license upon hire is required. Ability to interpret land development ordinances; ability to interpret graphic and cartographic materials; ability to research and prepare reports; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds; ability to explain planning and land development or solid waste management and nuisance control procedures to the public; ability to deal effectively with individuals in stressful situations.

## ***Desired Qualifications***

## ***Physical Demands***

Physical demands on position are minimal involving moving materials, books, files, records and other materials typically not exceeding 25 pounds. Extensive driving and field work are a requirement for this position.

## ***Working Conditions***

Work is performed both in an office environment and in the outdoor environment in all terrains when making site inspections. Sometimes deal with individuals who are upset and verbally (or even physically) threatening. This position is required to attend occasional Board of Commissioner or other public meetings, as directed, which may occur outside of regular work hours.

## ***Supervisory Responsibility***

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

Clatsop County Human Resources, 800 Exchange, Suite 410, Astoria OR 97103. 503-325-1000