



The City of Morro Bay is recruiting for
**CODE ENFORCEMENT OFFICER –
HOURLY POSITION**
\$24.04-\$29.42/hr
20 to 30 Hours per Week
(Limited Benefits)

ABOUT THE DEPARTMENT

The Morro Bay Community Development Department stands behind the City's commitment in their efforts to honor their obligations and responsibility to serve the public; they take pride in maintaining the highest standards in service. The Department consists of the Planning & Building divisions, with a total city budget of \$42 million.

ABOUT THE POSITION

This position, under general supervision of the Community Development Director, performs a full variety of field and office work, necessary to enforce the Municipal, State, and Federal codes, as they relate to regulation of public health and safety, land use, parking and neighborhood maintenance. The position coordinates initial and follow-up investigations. The position conducts community outreach to build citizen awareness and cooperation in the pursuit of compliance with adopted codes. This is an enduring position that will work an average of more than 1000 hours per year.

Typical Assignments and Duties

Receives and documents complaints regarding potential code violations; documents inspections, actions, and administrative remedies; works closely with homeowners, property owners, tenants, businesses, and community groups, to enhance and preserve the quality of neighborhoods through public relations, community building, and educational and code enforcement activities; investigates complaints and prepares notices, letters and administrative citations to residents, property owners, and business owners, in an attempt to gain voluntary compliance; interprets ordinances, policies and procedures, and code enforcement concepts; prepares complex reports; coordinates enforcement actions with other departments and jurisdictions; prepares case information and presents evidence at appeal hearings and other legal proceedings; conducts outreach, education and clean-up events, in support of community enhancement efforts; perform related duties and responsibilities, as required; enforces parking regulations, issues citations, and checks parking meters for proper operation and collection of fees.

DESIRABLE QUALIFICATIONS

Knowledge of

Effective investigative and interviewing techniques with an emphasis on conflict resolution and voluntary cooperation; computer applications applicable to code enforcement case management and word processing; principles, methods, techniques, and practices of inspection and investigation; municipal code, building code and property maintenance code enforcement methods and procedures; land use concepts and zoning principles; current trends and developments in code enforcement; effective public and community relations techniques; research methods and techniques; office methods, procedures, software, and equipment; city parking rules and regulations.

Ability to

Respond to requests and inquiries from the general public; meet physical requirements necessary to safely and effectively perform required duties; work flexible hours, if needed, to potentially include at least one weekend day; gather and analyze data, for the purpose of preparing accurate and concise written and statistical reports; perform mathematical calculations; maintain computerized and manual data systems; make effective public presentations; interpret and enforce City codes, regulations, policies, and procedures, related to the program; process information and data, in a relevant manner, to reach reasonable conclusions and make practical decisions; apply analytical skills, and understand impact and consequences of decisions and actions; operate a computer, using word processing and business software, and other office equipment; communicate effectively, both orally and in writing; establish, maintain, and promote positive and effective working relationships, with employees, other agencies, and the public; demonstrate initiative, and exercise good judgment in the performance of duties; work independently, and as a team member; recognize and set priorities, and meet deadlines.

Education/Training and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade, supplemented by specialized training in code enforcement, building inspection, or a related field;

Two years of experience in enforcement of construction regulations or public safety, or related field.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Certification as a Code Enforcement Officer by the California Association of Code Enforcement Officers (CACEO), or ability to obtain same within 12-months of hire.

Certificate of Completion of Penal Code 832 Course in Arrest, Search, and Seizure, issued by the California Commission on Peace Officer Standards and Training, is desirable.

APPLICATION PROCESS

Applications may be obtained through the City's website at www.morrobayca.gov. A City job application MUST be filled out COMPLETELY and submitted Scot Graham, Community Development Director, 595 Harbor Street, Morro Bay, CA 93442. A resume will NOT be accepted in lieu of filing a City application but may be attached as additional information

All applications received will be reviewed for completeness and job-related qualifications. Those candidates possessing the most desirable qualifications will be invited to participate in the selection process. The successful candidate must pass the City's background check.

FINAL FILING DATE: OPEN UNTIL FILLED***EQUAL OPPORTUNITY EMPLOYER***