



**DUBLIN**  
CALIFORNIA

**INVITES APPLICATIONS FOR THE POSITION OF**

## **CODE ENFORCEMENT OFFICER COMMUNITY DEVELOPMENT**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **SALARY**

\$40.15 – \$50.19 per hour

### **JOB TYPE**

Regular, Full-Time

### **FILING DEADLINE**

Friday, December 31, 2021 at 5:00 PM

### **THE POSITION**

The City of Dublin, a dynamic and growing community, is seeking a Code Enforcement Officer. The position provides technical assistance to the Community Development Department, performs municipal code enforcement, investigates zoning code violations and graffiti complaints, and coordinates various license and permit enforcement activities. Most importantly, the City is looking for an enthusiastic, self-motivated, individual who approaches enforcement activities with a positive, customer service attitude!

### **EXAMPLES OF DUTIES**

The following key elements describe the basic duties and responsibilities of the position:

- Receive and respond to complaints from the public and staff regarding zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, and other zoning and municipal code violations;
- Initiate investigations as necessary for observed violations; prepare necessary notices and citations that outline proper repair and correction methods, time limits, permits and all necessary remedial work required;
- Prepare investigative reports and collect evidence for civil property abatements, civil litigation and criminal prosecution; prepare legal documents, including abatement and inspection warrants, correspondence and post legal documents;
- Contact property owners and schedule and conduct on-site inspections; interpret codes and regulations and explain inspections; interpret codes and regulations and explain inspection procedures to involved parties;
- Monitor compliance activities and conduct follow-up inspections;
- Act as liaison with the City Attorney's office and the courts regarding property abatements; file property tax assessment liens; and coordinate assigned work with related activities by other City departments, governmental agencies and organizations;
- Collect and safeguard evidence of violations to be presented in court; testify in court as required;
- As directed, serve as liaison and provide staff assistance to various citizen and community interest groups; may make presentations to the City Council, Planning Commission and community groups; and develop and present community outreach programs;

- Maintain files and records and prepare reports;
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public;
- Perform related work as necessary.

## **QUALIFICATIONS**

1. Education: Graduation from high school or GED equivalent supplemented by college course work in business or public administration, code enforcement, police science, or related area.
2. Experience: Two years responsible experience in public contact work involving inspection, investigation, interpretation and application of codes, code enforcement or related activities.
3. Licenses, Certificates: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability. PC 832 desirable or obtained within 12 months.

## **Knowledge of:**

- Principles, practices and techniques of code violation investigation and enforcement;
- Applicable City and State regulations and policies related to code enforcement;
- Effective public contact techniques in person, on the telephone and through written communication;
- Investigative techniques useful in inspecting residential, business, health, safety and welfare activities to ensure compliance with applicable codes and ordinances;
- Negotiation and conflict resolution techniques;
- Research, record keeping and report writing techniques;
- Municipal code enforcement methods and procedures;
- Customer service techniques.

## **Ability to:**

- Enforce policies, procedures, codes and regulations pertaining to code enforcement activities;
- Interpret, apply and clearly explain codes, policies and regulations to the general public;
- Communicate clearly and concisely orally and in writing;
- Work independently, correctly prioritize cases and exercise sound judgment;
- Read and interpret laws, codes, ordinances and policies;
- Work indoors or outdoors in a variety of climatic conditions;
- Maintain manual and electronic records accurately and in a timely manner;
- Deal effectively and tactfully with property owners and managers, tenants, contractors, City Staff and the general public;
- Operate word processing, e-mail and digital photographic equipment;
- Work and attend occasional night and weekend meetings and conferences;
- Bend, crawl, twist, crouch, stoop or walk to investigate various types of potential Municipal Code Violations.

## **BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **CODE ENFORCEMENT OFFICER** position is **\$40.15 – \$50.19 per hour**. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,900 per month.
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage

- IRS Section 125 plan/\$1,000 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Wellness reimbursement program \$25 per month
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year
- Fourteen paid holidays (including two floating holiday) per year.
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

### **ABOUT THE DEPARTMENT**

The City's Community Development Department is comprised of three Divisions: Building & Safety, Planning and Housing. The Planning Division is directly responsible for providing Staff support to the Planning Commission and for various activities including preparing updates and amendments to the General Plan; developing Ordinances for consideration by the Planning Commission and the City Council; administration of the California Environmental Quality Act; processing development applications; and enforcement of the City's Zoning and Property Maintenance Ordinances.

### **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 and now has a population of 72,589 within 14.57 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

### **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

### **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “**Member Agencies,**” “**City of Dublin,**” then on “**Code Enforcement Officer**” and “**Apply Now.**” Applications must be received by **5:00 p.m. on Friday, December 31, 2021.** No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.