ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
CHIEF CODE COMPLIANCE OFFICER

Pay Grade: 68 Pay Range: 23.45 to 33.64 per hour plus benefits DOE/Q
FSLA Status: Non-exempt (eligible for overtime)

Qualifications: High school diploma and experience equivalent to three (3) years experience in code compliance, building or fire inspection, law enforcement, or closely related field; minimum three (3) years supervisory experience; previous law enforcement experience and skill in working with citizens toward conflict resolution preferred; construction trade/municipal building code experience a plus; must possess current Arizona driver's license in good standing. Candidate of choice must pass pre-employment drug test and extensive criminal background check; must be available for occasional weekend, evening and call out duty.

Definition: Under administrative direction of the Prescott Police Department, manages and conducts full range of field, office, technical, investigative work and enforcement associated with City Code and ordinances to include public rights of way and easements, streets, alleys, zoning, nuisance codes, private property code enforcement including weed abatement, unhealthy living or working conditions, community residences ordinance enforcement, junk or wrecked autos, illegal storage and dumping, signage violations, illegal business activities, business license regulations and other violations that may require corrective action up to and including the issuance of citations and subsequent legal proceedings.

Responsibilities:
Formulates code enforcement objectives and strategies
Responds to and investigates citizen calls and other complaints of code violations
Makes face-to-face contact with complainants and violators
Patrols designated areas, initiates and builds non-compliance cases
Reads, interprets and applies ordinances and City Code to determine compliance
Enforces regulations firmly, tactfully and impartially
Writes citations and follows through to prosecution when necessary
Documents evidence and findings via reports, photos or video
Secures removal and impoundment of property and evidence
Orders discontinuance, removal, or the modification of conditions which violate code and zoning ordinances
Performs follow-up inspections
Works with public and property owners toward successful dispute and problem resolution
Communicates effectively one-on-one, with staff and the public
Manages problem solving with ongoing cases that can be highly sensitive
Maintains a strong confidentiality ethic
Works closely with Police including Animal Control, Fire including Fire Prevention, Community Development and Legal departments to ensure accurate interpretation of City Code and ordinances.
Prepares professionally written correspondence
Responsible for accurate record keeping and case documentation
Attends community meetings to educate citizens, home and business owners, and associates
Makes presentations to the City Council on code enforcement topics
Participates in legal proceedings and attends court for citation hearings and testimony
Meets with City legal counsel and prosecutor regarding enforcement cases
Stays current with codes and City ordinances
Supervises assigned staff

Knowledge, Skills, and Other Characteristics:
Knowledge of Federal, State, and City rules, regulations, policies, procedures, codes and ordinances
Ability to work with citizens mediating and resolving disputes
Ability to read and decipher City Code, legal documents and descriptions
Ability to learn and apply laws, regulations, and ordinances of the City
Ability to develop and maintain public relations and effective working relationships
Ability to work with other City Departments, outside government agencies, and elected officials
Ability to deal effectively with angered or distraught persons
Ability to effectively testify and present cases in court
Ability to read maps, plot plans and construction plans and relate them to code requirements
Ability to organize and coordinate neighborhood meetings
Skill in writing citations and possible legal process of enforcing codes
Skill in conflict resolution as well as high customer service standards
Skill in the use of a variety of computer software, including word-processing, database, spreadsheet and GIS applications
Skill in documentation, record keeping and report preparation
Skill in safety inspection and enforcing code, zoning regulations and ordinances
Skill in written communication for administrative and technical purposes
Skill in oral communication in one-on-one and group situations
Skill in utilizing public relations techniques in responding to inquiries and complaints
Skill in establishing and maintaining effective working relationships with State, Federal, local officials, elected officials, and City residents

Physical and Visual Ability: Sufficient to effectively and safely perform required duties while operating required equipment and City vehicles as needed. There is a possibility for exposure to air or blood-borne pathogens and animal attacks. This position involves work that requires the ability to negotiate uneven terrain, climb, crawl, reach, bend and may include the ability to access small spaces. Job may require outdoor activity in inclement weather and candidate must have the ability to lift or move an object without assistance weighing up to 50 lbs.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person, over the radio and the telephone. Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: **Application and resume must be received by 5:00 PM March 6, 2014.**

Send application and resume to: City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1284 (928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213
Email: hr@prescott-az.gov **Visit our website at** www.prescott-az.gov
Posted: February 18, 2014

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten (10) paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. **PROBATION:** An established probationary period must be satisfactorily served by each employee. **NOTE:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process**.**