



## City of La Center

Seeks Applicants For

### Part-Time Code Compliance Officer

Starting Pay - \$29.53/hr on an 8 Step Hourly Wage Schedule  
Employer pays 100% healthcare when hour requirement is met  
Washington State Department of Retirement

*Position Is Open Until Filled – First Review of Resumes May 24, 2024*

To Apply: Submit a Resume and Application to [humanresources@ci.lacenter.wa.us](mailto:humanresources@ci.lacenter.wa.us)

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#### **Position Summary**

The position performs a variety of duties involved in the investigation, interpretation and enforcement of all city codes, ordinances, regulations and laws. This position will perform routine and complex work in support of code enforcement activities as well as perform routine public safety work in the enforcement of parking and commercial vehicle ordinances. Employee works independently in the field and office and shall exercise discretion and sound judgment when communicating with the public. Expected work hours are up to 20 hours per week.

City of La Center employees are responsible for demonstrating the values as stated in the City's Guiding Principles, working cooperatively and collaboratively with colleagues, and delivering services to customers with a high degree of professionalism.

This position is represented by the Teamsters Local 58 (union).

#### **Essential Job Duties/Primary Job Duties**

- Conduct inspections of properties, structures and uses for potential violations of City codes, ordinances, regulations and laws; schedule routine and follow-up inspections as needed.
- Respond to complaints of potential code violations relating to signage, nuisance, hazards, animals, noise, dumping, pollution, or other code related matters.
- Issue courtesy notices, notices of violation, citations, correction notices, stop work orders, and parking violations to ensure compliance.
- Conduct field investigations; gather evidence; question involved parties; take statements as needed; and issue warnings, corrections notices, or citations with respect to code violations.
- Meet with property owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations of potential violations.

- Maintain logs and records related to all code enforcement matters. Enter and monitor all code cases in tracking software.
- Prepare all documentation and evidence for municipal court hearings related to code enforcement matters. Present the City's code cases and evidence at municipal court hearings.
- Work an assigned shift using good judgment in deciding priorities and course of action with little or no supervisory input. Expected to resolve difficult and complicated situations independently.
- Work with City staff to gain compliance of code cases through appropriate land use approvals and building permits.
- Carry out duties in conformance with Federal, State, County, and City laws and ordinances.
- Timely and regular attendance.
- Maintain, disclose, and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives records retention guidelines.
- Follow/adhere to all city policies and procedures, and safety program regulations and requirements.
- Perform other duties and responsibilities as assigned.

### **Qualifications**

#### **Knowledge of:**

- Principles, practices, methods and techniques of code violation investigation and enforcement.
- General City services and municipal organizational structure as they relate to code enforcement.
- City codes, ordinances, laws, and regulations pertaining to code enforcement.
- Principles and techniques of customer service and public relations.
- Occupational hazards and standard safe and efficient work practices.
- The job duties and tasks outlined above are not all-inclusive.

#### **Ability to:**

- Interpret, explain, and enforce city codes, ordinances, regulations and laws pertaining to code enforcement;
- Learn City geography and landmark locations;
- Learn standard operational procedures of law enforcement codes;
- Use a variety of equipment in the enforcement of security and safety guidelines and regulations;
- Respond to requests and inquiries from the general public;
- Work independently in the absence of supervision;
- Make independent and sound decisions involving sensitive situations;
- Operate and use modern office equipment including a computer and appropriate software programs;
- Prepare clear and concise reports and evidence;
- Understand and follow oral and written instructions;
- Effectively interact and communicate with the public;

- Communicate clearly and concisely, both orally and in writing;
- Deal with difficult people and situations in a professional manner;
- Perform the essential functions of the job, with or without reasonable accommodation;
- Establish and maintain effective working relationships among co-workers and other City personnel, contractors, and the general public.

### **Minimum Qualifications/Required Skills**

- High School graduate or GED
- Previous experience in code inspection and enforcement, animal control or other related field desirable.
- Valid State of WA or OR driver's license.
- Must successfully pass all phases of the pre-employment hiring process, including but not limited to, reference checks and a criminal background check.

### **Work Environment**

Duties are performed both in an office and outdoors where the employee is exposed to varying and extreme weather conditions. Potential hazards exist from dealing with disorderly citizens, animals, as well as entering properties. The position requires mobility to walk, stand, and sit for extended periods of time; moderate to heavy lifting; and the ability to operate a city vehicle.

The above statements describe the general nature and level of work performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job classification is subject to change as the needs and requirements of the job change.



**Don't forget to include your standard resume that identifies your employment and education history.**

#### ***Equal Opportunity Employer***

The City of La Center is an Equal Opportunity Employer. All qualified employees will be considered for employment without regard to race, religion, color, national origin, gender, age, marital status, sexual orientation, ancestry, sensory, mental or physical disability or veteran status, or any non-job related factor as defined by law. Any person requiring special accommodations should advise the City via email of their needs by the application closing date.