



EMPLOYMENT OPPORTUNITY

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## **CODE COMPLIANCE OFFICER I**

**3 Month Temporary Assignment  
(Approximately 30 hours per week)**

**Application Deadline Extended: May 28, 2014**

**Salary Range (27) \$22.03 - \$26.81/Hourly**

**This is a temporary part-time position not eligible for benefits**

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For application materials visit our website at [www.RanchoMirageCA.gov](http://www.RanchoMirageCA.gov) or call (760) 324-4511.  
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

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### **DEFINITION**

Under general supervision, assists in the performance of duties involved in the receipt and investigation of complaints regarding City's Municipal Code, zoning, signs, land use, ordinance violations, and public nuisances; issues citations and notices as appropriate and performs related duties as required.

### **EXAMPLES OF ESSENTIAL AND GENERAL RESPONSIBILITIES:**

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

1. Receives and responds to complaints or inquiries regarding zoning, sign, land use ordinance violations, and public nuisances; explains code requirements, established policies and procedures; may develop alternative methods to achieve code compliance in accordance with established guidelines.
2. Prepares case files requiring the establishment of legal owner, the verification of the parcel address, and other information necessary to conduct investigation and enforcement action.
3. Participates in the conduct of site visits; documents violations by securing photographs and recording other pertinent data; surveys and investigates on weekend patrol as directed.
4. Prepares abatement letters, notices, routine correspondence and reports; issues misdemeanor citations; assists in the conduct of follow-up procedures including the preparation of additional correspondence, site visits, communications with complainants, attorneys, and property owners involved in code violation cases.
5. Investigates and enforces the City's ordinance regulating the parking of vehicles within the City limits, including recreational and commercial vehicles.
6. Provides routine assistance with Animal Services duties including transport of captured and deceased animals.
7. Provides routine assistance to the public, and assists other department staff involved in related activity.
8. Performs other duties as assigned.



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### **MINIMUM REQUIREMENTS:**

#### **Experience**

Two (2) years of increasingly responsible zoning or code enforcement experience required.

#### **Training**

High School Diploma or equivalent; specialized training in Law Enforcement and/or Code Enforcement is required.

#### **License or Certificates**

- Possession of, or ability to obtain, an appropriate, valid driver's license is required.
- Possession of a California Penal Code section 832 certificate.

#### **Environmental Conditions**

This position works in an office and field environment; works or inspects in confined spaces; travels from site to site with exposure to inclement weather and may require maintaining physical condition necessary for lifting and carrying objects weighing up to 50 pounds; and stooping, kneeling, bending, sitting, walking or standing for prolonged periods of time.

Must successfully complete a pre-employment background investigation and for some positions a physical and drug screen.