

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: July 2020

CLASS TITLE:	Community Improvement Specialist	JOB CODE:	10716
WORKING TITLE:	Community Improvement Specialist	FLSA STATUS:	Non-Exempt
REPORTS TO:	Director, Community Development and Services	HIRING STATUS:	Career

JOB SUMMARY

Under general direction, the Community Improvement Specialist receives complaints and conducts field investigations concerning suspected violations of zoning, building, camping and nuisance ordinances and other laws and permit conditions regulating land use; issues warning notices to individuals and businesses in violation of the City's building, zoning, sanitation, and other land use ordinances of the City, manages a caseload of active enforcement cases through to voluntary compliance, collection of fines and penalties or abatement.

General direction is provided by the department head or designee. This position has no direct or indirect supervision of other personnel.

DISTINGUISHING CHARACTERISTICS

The Community Improvement Specialist performs various activities associated with the identification of violations of the City's zoning, building, camping and nuisance codes, advises property owners and/or violators of suspected violations, works with property owners or business owners to achieve voluntary abatement of nuisance conditions, writes field reports and prepares related documentation on every violation leading to an enforcement action, issues official correction notices for violations as needed, prepares enforcement reports for use in resolving enforcement appeals and causes abatements to occur when necessary for compliance with City code requirements.

EXAMPLES OF WORK

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous support in carrying out the mission of the department, as amended from time to time, including:

- Receive complaints from the public, the police department, fire department and other public agencies concerning potential violations constituting blight or unsafe or hazardous conditions.
- Conduct preliminary site visits to inspect reported violations and make preliminary determinations concerning the need for further investigation or enforcement.
- Respond to complaints and inquiries from the public and provide information to the public regarding what constitutes violations of various municipal code provisions and enforcement activities.
- Contact individuals and discuss possible violations, alternatives for solving noncompliance problems and time periods for correcting violations.
- Initiate enforcement action by creating a case file with a written report and by taking photographs to document the physical conditions observed during the preliminary site visit and/or follow-up visits.
- Patrol throughout the city as time permits to observe instances of nuisance conditions and initiate resolution activities.

- Manage an assigned caseload to ensure that all necessary forms and reports are complete, accurate and current at all times.
- Consult with higher authority to determine appropriate enforcement strategies and settlement conditions.
- Appear for administrative hearings or court trials.
- Work with County Code Enforcement personal on camping ordinance violations and cross jurisdictional issues.
- Manage the City's property storage facility.

QUALIFICATION REQUIREMENTS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS (position requirements at entry)

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by possession of a high school diploma, or equivalent, supplemented by college coursework in urban planning or police science, or similar, and one year of experience involving frequent public contact requiring the application of rules and procedures in a compliance or law enforcement environment. Associates degree preferred.

SPECIAL QUALIFICATIONS

Driver License: Possession of a valid California Driver License at the time of appointment. Loss of the required license is cause for discipline, up to and including termination. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Medical Examination: Employees are required to undergo an extensive pre-employment medical exam.

Probationary Period: Employees must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- Correct English usage, spelling, grammar and punctuation;
- Modern office methods, procedures, and computer equipment and business software;
- Business letter and report writing;
- Filing and records keeping practices.

Ability to:

- Listen effectively;
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally;
- Complete assigned tasks relying on broad descriptions of objectives and detailed written policies, rather than on extensive, separate instructions requiring frequent supervision;
- Learn, understand, interpret and enforce assigned City building, zoning and nuisance codes and departmental procedures;
- Prioritize workload effectively to meet deadlines under changing conditions;
- Observe, identify and understand potential enforcement conditions and draw conclusions regarding appropriate procedural steps toward effective resolution;
- Compile and maintain detailed and extensive records and reports;
- Maintain confidential data and information;
- Manage a caseload of multiple active enforcement cases and meet critical deadlines;

- Exercise sound judgment relative to confidential matters encountered in the course of business;
- Establish and maintain effective, cooperative working relationships with individuals and groups encountered;
- Use computers and peripherals effectively in the accomplishment of assignments;
- Meet the physical, psychological and background requirements necessary to safely and effectively perform assigned duties and responsibilities.

Language Skills:

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

Reasoning Skills:

- Well-developed ability to define operational and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic or statutory forms.

PHYSICAL DEMANDS

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and (from time to time) hike on uneven terrain and lift up to 25LBS.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to use telephone and computer equipment and peripherals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors, and varying outdoors.

Work is performed in all sorts of weather, including inclement weather and temperatures above 100 degrees Fahrenheit.

Work product deadlines are common.

Confidentiality is expected.