



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Code Compliance Specialist

Community Development Department

FLSA Status:	Non-Exempt
Department:	Community Development Department
Union Representation:	Non-Represented

Class Summary

Under the direct supervision of the Community Development Director, the Code Compliance Specialist performs a variety of technical, professional, and administrative work in the development, coordination, and execution of City of Molalla's code compliance program. The Code Compliance Specialist plans, organizes, and executes the activities of the Code Compliance Division, provides education, performs investigations, and presents cases in court. This position works closely with the Police Department, Planning Division, Public Works Division, and the Community to identify and alleviate violations of the Molalla Municipal Code with a preliminary emphasis on gaining cooperation. This position will also serve as the City of Molalla's mandatory houseless liaison.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Enforces all applicable nuisance and development codes using education, tact and diplomacy to encourage voluntary compliance.
2. Answers questions from the public, partner agencies, and other city employees regarding code compliance and interpretation of the Molalla Municipal Code (MMC).
3. Receives and responds to alleged violations of the MMC. Performs on-site inspections, investigates, and conducts research to determine compliance and/or locate unlawful activities.
4. Collects and appropriately controls evidence, composes thorough and accurate reports of all activities and refers cases to the City Prosecutor's Office and/or the Molalla Municipal Court.
5. Prepares case information for legal proceedings and may act as a witness or the City's representative.

6. Maintains code enforcement database and files by timely entering relevant information and ensuring files are properly organized and retained. Periodically prepares activity reports as directed by the Community Development Director.
7. Operates and maintains city vehicles and equipment in a safe and appropriate manner.
8. Assists in development of the code compliance program, press releases, educational materials, and public awareness campaigns.
9. Represents the City of Molalla responding to the public, its employees, and others in a prompt, professional manner while maintaining a positive customer service demeanor.
10. Maintains proficiency by attending training conferences, training courses, reading materials, and meeting with others in areas of responsibility.
11. Works closely with other City and County staff to continuously improve the code compliance program, and to resolve specific cases and case issues such as officer safety, and legal requirements.
12. Provides support to other departmental office personnel as workload and staffing levels dictate.
13. Other tasks and projects as assigned.

Typical Qualifications

- Education and Experience:
 - High school diploma and at least 2-years of experience in code enforcement, law enforcement, community development, criminal justice administration, or a related field such as paralegal, court clerk, and the like.
- OR**
- The city will consider applicants with any combination of education and experience that tends to illustrate qualification for this role.
- Special Requirements and Licenses:
 - Possession and maintenance of a valid driver's license. Must have a safe driving record.
 - AACE Certified Code Enforcement Officer **OR** ability to obtain certification within 18 months of hire.
 - Active CJS clearance or ability to obtain CJS clearance within 12 months of hire.
- Knowledge, Skills, and Abilities:
 - Ability to read, understand, interpret, and apply policies, procedures, ordinances, and laws.
 - Understanding of zoning laws and municipal ordinances.
 - Knowledge of field inspection and investigatory procedures, rules of evidence, and court hearings.
 - Highly evolved verbal, written and digital communication skills.
 - Strong ability to work with the public and deescalate confrontational situations.
 - Proficient in use of Microsoft Office Suite.
 - Familiar with use of Social Media Platforms (at the user level).
 - Clear understanding of modern office practices, methods, and equipment.
 - Ability to work well independently and in a team environment.
 - Advanced time management and prioritization skills.

- o Sound independent judgment.

Working Conditions

Work occurs both in outdoor environments with exposure to all weather conditions, and in an office environment. Work may also include entering hazardous properties or structures to perform inspections and investigations. Driving a work vehicle to work locations in the local area, responsibility for the safety of others and experiencing vibration from the vehicle are part of this position.

Physical Demands

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. The Code Compliance Specialist must be able to push, pull, lift, and carry up to 50 lbs. Manual dexterity and coordination are required over 50% of the work period while operating computers, vehicles, and other equipment.

Approved as to form;

City Manager, Dan Huff

Date