

COMPENSATION

The hourly rate of pay is \$20.88 to \$24.33. Placement within the range will be based upon the selected candidate's experience in Code Enforcement and salary history.

In addition to the salary, the City offers an excellent benefits package that includes:

- The City offers Kaiser plans with the City currently providing \$1,235 per month toward the premium for health insurance coverage. (If employee has existing coverage, up to \$400 is paid toward deferred compensation plan). Dental and Vision coverage for employee and family is paid for by the City.
- The City participates in the CalPERS Retirement System and two different deferred compensation plans available (457 and 401a)
- Vacation – Accrual of 80 hours per year initially and incrementally increasing up to 160 hours per year at 15 years of service
- Holidays – 12 scheduled and 2 floating
- Sick Leave – 12 days accrued each year
- Life insurance in the amount of \$50,000
- Long Term Disability – City paid plans
- Flexible Spending Account – Tax deferred options for dependent care, health care, and premiums

APPLICATION PROCESS

The **required** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting our website at www.ci.oakley.ca.us.

Applications are due on

March 1, 2017 before @ 5:00 p.m.

Faxes and postmarks will NOT be accepted.

WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and has been named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.

SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Department and request an accommodation at least 3 business days prior to the interview.



- Now Hiring -

CODE ENFORCEMENT TECHNICIAN

\$20.88 to \$24.33 per hour

Depending upon qualifications

This is a full-time, benefited position.

*Final Filing Date:
March 1, 2017 before @ 5:00 p.m.*



Human Resources Department
3231 Main Street
Oakley, CA 94561
www.ci.oakley.ca.us

THE DEPARTMENT AND POSITION

The City of Oakley is hiring a full-time Code Enforcement Technician. Position may be reclassified in the future, depending on the experience, capacity and certification of the person. Due to the recent growth in activity for the Department, the City will be seeking a dynamic individual that can work in a fast-paced environment in a professional and polite manner. Under the supervision of a the Code Enforcement Manager, the Code Enforcement Technician performs a variety of administrative duties and field inspections pertaining to administration of, and compliance with, zoning, nuisance, vehicle, and other codes and ordinances. This position includes weekend assignments that address concerns related to codes and ordinances.

EDUCATION AND TRAINING

A combination of education and experience that would provide the required knowledge and abilities is qualifying. Any applicants with current or past experience as a building inspector are highly desired and have an advantage in the selection process.

Completion of the twelfth grade, at minimum. Some college is highly desirable for this position. Two (2) years of fulltime progressively responsible experience performing varied and complex inspection, clerical and/or administrative duties.

License or Certificate: Possession of a valid driver's license.

*The City of Oakley is committed to the
3P's of Public Service:
Polite
Professional
Progressive*



REPRESENTATIVE DUTIES

- Provide administrative and technical assistance regarding the administrative procedures pertaining to enforcement of zoning, nuisance, vehicle, and other codes and ordinances.
- Provide information on routine code enforcement questions and direct technical questions or unusual requests to appropriate staff members.
- Take and relay messages; screen inquiries.
- Employ database programs for code enforcement cases and input enforcement data in a manner demonstrating error-free technical competency.
- Prepare and review correspondence, memoranda, forms, brochures, and reports, including basic statistical reports.
- Initiate code enforcement cases, manage inspection schedule, and monitor cases.
- Conduct thorough field investigations to uncover possible violations.
- Create photograph evidence used from case initiation to case resolution
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of code enforcement.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Safe and efficient work practices as they relate to code enforcement.
- Professional customer service methods and practices.
- Investigative, interview, problem solving, negotiation, and enforcement techniques.
- Principles of effective communication.
- English grammar, spelling, vocabulary, and punctuation.
- Modern office methods, procedures, and computer equipment.
- Arithmetic, filing, record-keeping procedures, and telephone techniques.
- Common word processing, spreadsheet, and database software.
- Conversational Spanish is a plus.

Ability to:

- Correctly interpret and apply Division policies, procedures, and practices with minimal supervision.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Type at a speed necessary for successful performance on the job.
- Operate a variety of office equipment, a computer terminal, and database software.
- Compile information, maintain extensive records, and prepare reports.
- Reference and interpret Oakley Municipal Code
- Effectively communicate verbally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.
- Effectively follow through with priorities, complete assignments in a timely manner, be thorough; and pay attention to details.