CITY OF LAWNDALE
EMPLOYMENT OPPORTUNITY
14717 Burin Avenue, Lawndale, CA 90260 (310) 973-3200

CODE ENFORCEMENT OFFICER I
SALARY: $27.36 - $33.25 Hourly
(Part-Time Weekends)

OPEN UNTIL FILLED
Apply Immediately

ABOUT THE POSITION:
Under direction, work independently inspecting properties to ensure compliance with zoning and building codes and ordinances; interact with public to investigate and respond to citizen and business complaints and violations; and perform other work as assigned. May also perform animal control and parking control duties as assigned. **This position is required to work on weekends. Evenings and/or holidays may also be required.**

EXAMPLE OF DUTIES:
Essential duties may include, but are not limited to, the following: Respond to public inquiries, complaints relating to the enforcement of occupancy, property maintenance, weed abatement, upkeep and management of private property, zoning, land use, public nuisance, building and safety, fire, health, business licensing, sanitation and related code provisions; inspects businesses in the City for conformance with the provisions of the Municipal Code and City ordinances; responds to complaints of alleged violations; issues notices of violations and citations, and reinspects for compliance, meets with property owners to obtain compliance; provides information on City ordinances; prepares evidence and maintains records of inspections; prepares correspondence and other reports; compiles court evidence, files claims and testifies in court as required; maintains records for statistical and follow-up purposes: provides assistance to the public and other City staff; researches appropriate laws, codes and regulations in preparing recommendations for allowance or discontinuance of activities in question; issues warning letters to violators specifying unsafe conditions and necessary corrective actions and compliance dates; discusses unsound conditions with residents and property owners and abatement alternatives; coordinates removal of abandoned or junked vehicles with the Sheriff's Department. Attend, participate, and may coordinate office hearings regarding Code Enforcement matters. Attend, participate and may coordinate various multi-agency task force(s), and committee meetings. Participates in monthly activity relationships with City employees and the public; and performs related duties as required.

MINIMUM QUALIFICATIONS:
Education and Experience: Desirable Qualifications: AA or AS degree in administration of justice, code enforcement, public administration or a related field, supplemented by S.C.A.C.E.O., I.C.B.O. or other applicable professional development courses. (Additional experience may substitute for degree in some circumstances). Three years of professional and increasingly responsible experience in planning, code enforcement, or investigative work requiring public contact.

Knowledge of: Requires working knowledge of applicable laws, standards, and regulations related to various land use, nuisance, public safety codes and inspections techniques and knowledge of code enforcement principles, practices and methods as applicable to a municipal setting. Must have the ability to prepare, organize, and maintain field data, reports, and systems, analyze complex situations, problems, and data, and use sound judgment in drawing conclusions and making decisions; communicate effectively with others orally and in writing; establish and maintain effective working relationships with citizens, employees, supervisors, and the general public; and effectively handle stressful situations and deal with difficult or angry people.

Ability to: On a continuous basis, sit at desk for long periods of time. Intermittently walk, stand, kneel, climb and bend in the field; twist to reach equipment within the office; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means. Occasionally lift or carry weight of 50 pounds or less. Intermittently review documents related to department operations; observe, identify and solve complaints; understand, interpret and explain municipal code violations, policies and procedures.

Licenses: Possession of a valid California class C driver's license, and certificate of automobile insurance for personal liability. Successful completion of P.C. 832 course is required within six months of employment.

SELECTION PROCEDURE:
All official City Employment Applications, resumes and supplemental information will be screened. Only the most qualified applicants, as reflected by their application, will be invited to participate in the selection process expected to consist of, but not limited to: application review and evaluation, interview board, and written exercise. Prior to starting employment, all candidates will be required to pass a physical examination, which includes drug/alcohol testing and a background investigation, including fingerprinting. The City of Lawndale will require documentation of the legal right to work in the United States as required by IRCA upon hire. Candidates who require special accommodations due to a disability are encouraged to request accommodations prior to the closing date. This process is subject to close at any time, without notice. Please apply immediately. Applications may be obtained from the City website at **www.lawndalecity.org** or by contacting the City of Lawndale at (310) 973-3200. EOE.

Open: Thursday, October 17, 2016

City of Lawndale
14717 Burin Avenue
Lawndale, CA 90260

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY

ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single - family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 31,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

Original City applications must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260. Resumes will not be accepted in lieu of a City application. Faxed applications will not be accepted.

Candidates should refer to Selection Procedures on the front of this flyer for the examination process. Eligibility lists remain active for a period of one year. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position.

Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process.

PART-TIME EMPLOYEE BENEFITS (May not apply to all positions):

- RETIREMENT– Benefits for part-time employees are provided by Nationwide Retirement Solutions; Employee paid 7.5% per pay period. Each part-time employee becomes a member upon hire. This program is in lieu of Social Security.

- LONG TERM DISABILITY – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.

- CREDIT UNION – Members have access to loans and low interest rates; and good savings programs.

The provisions of this job flyer do not constitute an expressed or implied contract and any provisions contained herein may be modified or revoked without notice.