

CITY OF LAWDALE

EMPLOYMENT OPPORTUNITY

14717 Burin Avenue, Lawndale, CA 90260 ♦ (310) 973-3200 ♦ www.lawndalecity.org

**Please read this flyer thoroughly prior to
completing an employment application.**

MUNICIPAL SERVICES OFFICER I – FULL-TIME

SALARY: \$3,619 - \$4,399 PER MONTH PLUS BENEFITS

OPEN: JANUARY 10, 2018

CLOSE: MARCH 8, 2018

ABOUT THE POSITION: Under direct supervision, perform technical office and field work in the enforcement of City codes, ordinances and abatement regulations. Perform traffic enforcement duties and animal control duties as assigned. This entry-level class is distinguished from the journey class by the performance of more routine tasks and duties. This position may work irregular hours, to include: weekdays, weekends, holidays, mornings and evenings.

EXAMPLE OF DUTIES: Essential duties may include, but are not limited to: respond to public inquiries; enforce City codes, ordinances, vehicle codes, business license and abatement regulations; issue citations for violations of the municipal code, parking, and ordinance violation; patrol the community for animal control services and coordinate disposition of animals; investigate delinquent business licenses; patrol the community for City code and parking violations; mark vehicles to determine parking time and arrange for vehicle tows; establish and maintain records, and case files, and process related notices and public hearing documents; may assist with the training of department staff; attend, participate, and may coordinate office hearings regarding Code Enforcement matters; participate in enforcement activities with other agencies; attend, participate and may coordinate various multi-agency task force (s) and committee meetings; prepare reports, forms and may assist with Municipal Code amendments; and perform a variety of other duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required combination of experience and training would be: Graduation from high school or its equivalent AND one (1) year experience in direct public contact work, preferably involving code enforcement, business license enforcement and parking and/or animal control. An Associates Arts degree in Public Administration, Administration of Justice, or a related field is desirable. Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability is required. Successful completion of P.C. 832 course is required within three (3) months of employment.

Knowledge of: Investigative principles, practices and techniques. Policies and procedures of City government structure as necessary to assume assigned responsibilities. Principles and practices of community and public relations. Quality customer service techniques and concepts. City land use, zoning and planning related codes and ordinances. Modern office methods, procedures and equipment including office automation hardware and software. Record keeping principles and procedures. Business letter writing. English usage, vocabulary, spelling, grammar and punctuation. Pertinent local, county, state and federal laws, rules and regulations.

Ability to: Learn, read, understand, interpret, apply and explain City municipal codes, ordinances, policies and procedures and their enforcement provisions; communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with both internal and external customers. Compose general written correspondence and letters. Operate and use modern office equipment including personal computer. Understand and carry out oral and written directions accurately. Evaluate and respond to complaints. Plan, organize and maintain accurate and complete records. Learn standard radio broadcasting codes and procedures. 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.

SELECTION PROCEDURE: Please apply immediately. All official City Employment Applications, resumes and supplemental information will be screened. Resumes are accepted but NOT in lieu of an official City Employment Application. Only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process expected to consist of, but not limited to: application review and evaluation, written/ performance exercise, interview board, etc. 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 that require special accommodations due to a disability are encouraged to request accommodations prior to the closing date. Incomplete, late or illegible applications will be disqualified and will not be accepted. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. EOE.

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

An original City application must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date posted on the front side of this job flyer. Applications received late 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.

Employees chosen to fill a vacancy must serve a 12 month probationary period and can be released from service with or without cause during the probationary period.

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. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

EMPLOYEE BENEFITS (May not apply to all positions):

- **RETIREMENT**– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees' Pension Reform Act (PEPRA).
- **BENEFITS** – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125.
- **WORK SCHEDULE** – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.
- **LEAVES** – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave.
- **LIFE INSURANCE** – All full-time employees receive a life insurance policy.
- **LONG TERM DISABILITY** – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.
- **DEFERRED COMPENSATION** – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. The program is mandatory for all part-time employees in lieu of Social Security.
- **CREDIT UNION** – Members have access to loans and low interest rates and good savings programs.

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