



CITY OF LAWNDALE

Employment Opportunity

MUNICIPAL SERVICES OFFICER – PART TIME

**SALARY: \$21.41 - \$26.02 PER HOUR
OPEN UNTIL FILLED**

Please read flyer thoroughly prior to completing employment application

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 weekend position may work irregular hours, to include: holidays, mornings and evenings.

EXAMPLE OF DUTIES: Essential duties 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 perform related duties as assigned.

SELECTION PROCEDURE

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Applications are being accepted immediately and subject to close without notice. Please apply immediately by submitting an official City Employment Application to the City of Lawndale's Administrative Services/Personnel Department. All application materials will be screened and only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process. Candidates that require special accommodation due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. **EOE.**

MINIMUM REQUIREMENTS

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Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities 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. Associate's degree in Administration of Justice, Public Administration or related field is desirable. Possession of a valid California Class C Driver's License and a Certificate of Automobile Insurance for Personal Liability is required. Possession of P.C. 832 course is required within three (3) months of employment. CACEO certifications in Code Enforcement is desirable.

Knowledge of: Principles, practices techniques of investigations, community public relations and quality customer service; applicable laws, codes and ordinances governing parking, City land use, zoning, planning, animal handling, care and control; record keeping; business letter writing using English usage, vocabulary, spelling, grammar and punctuation; pertinent local, county, state and federal laws, rules and regulations.

Ability to: Interpret, apply and explain City municipal codes, ordinances, policies and procedures; communicate clearly and concisely, both orally and in writing; understand and accurately carry out oral and written directions; exercise sound judgment and respond to complaints with professionalism and tact; establish and maintain effective working relationships with both internal and external customers; operate and use office equipment, hand-held computer, standard radio and City vehicle; and compose written correspondence and letters. On a continuous basis, sit at desk or operate motor vehicle. Intermittently walk, stand, run, kneel, climb, lift and bend; twist to reach equipment; bend and squat; perform simple grasping and fine manipulation; use telephone, write or use a keyboard. Occasionally lift, carry or drag weight of 50 pounds.

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

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

ABOUT LAWNSDALE

Lawnsdale 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. Lawnsdale 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 35,000.

The City of Lawnsdale 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, Lawnsdale, California, 90260 by the date and time posted on the front side of this job flyer. **Incomplete, late or illegible applications will be disqualified and will not be accepted.** Resumes are accepted but NOT in lieu of an official City Employment Application.

Candidates should refer to Selection Procedures on the front of this flyer for the examination process. 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 hired by the City on a part-time appointment are considered "at will" and may be discharged by the appointing authority at any time with or without notice or cause. All part-time employees serve at the pleasure of the City Manager and are not guaranteed any work hours or property rights in employment with the City.

The City of Lawnsdale 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**– 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.
- **OPERATING HOURS** – City Hall is open Monday through Thursday from 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

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