

COMPENSATION

The hourly rate of pay is \$18.25 to \$25.50. Pay will likely start at the beginning of the salary range, unless candidate has ample code enforcement experience. This is a part-time position limited to 960 hours per fiscal year. Benefits are not provided.

APPLICATION PROCESS

The **REQUIRED** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting the Human Resources page on the City of Oakley website at www.ci.oakley.ca.us.

Applications are due immediately, recruitment to close on **January 28, 2019**. Faxes will **NOT** be accepted.

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 by mail 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.



WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County, along the shore of California's fabulous 1,000 mile delta waterways. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Oakley's broad appeal is its ability to maintain its small-town charm and character. Residents enjoy a variety of community events throughout the year such as the City's Annual Cityhood Celebration held each July to commemorate its Incorporation, the Heart of Oakley and Harvest Festivals held each September and October at the City's Civic Center Plaza, Movies in the Park, and the Annual Tree-Lighting Ceremony in December to kick-off the holiday spirit in and around the City.

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 was also named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.

Oakley's vision is to become a vibrant Delta community, where families live, work, play, shop, and visit.

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

*Polite
Professional
Progressive*



- Now Hiring -

CODE ENFORCEMENT TECHNICIAN

\$18.25 to \$25.50 per hour

Pay will likely start at the beginning of the salary range, unless candidate has ample code enforcement experience.

This is a part-time position, limited to 960 per fiscal year. Benefits are not provided.

Final Filing Date:

January 28, 2019 at 5p.m.



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

THE DEPARTMENT AND POSITION

The City of Oakley is hiring a part-time *Code Enforcement Technician* to work with experienced professionals in our Code Enforcement Division.

Under supervision of the Code Enforcement Manager, this position is an entry-level Code Enforcement position that performs a variety of administrative duties and field inspections pertaining to compliance with, zoning, nuisance, vehicle, and other codes and ordinances. Applicants with current or past experience as a building inspector are highly desired and have an advantage in the selection process.

This position works approximately 19 hours per week (*not to exceed 960 hours in a fiscal year*) and benefits are not provided. Regular schedule to be agreed upon after conditional offer has been made. Interested candidates must be willing to work a flexible schedule that would meet the needs of the department.



EDUCATION AND TRAINING

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- ◆ Equivalent to the completion of the twelfth grade (high school diploma). Some college is preferred
- ◆ Two years of fulltime, progressively responsible experience performing varied and complex inspection, clerical and/or administrative duties

Incumbent must possess a valid CA driver's license, Class C or higher.

REPRESENTATIVE DUTIES

- Provide administrative and technical assistance pertaining to enforcement of zoning, nuisance, vehicle, and other codes and ordinances
- Address code enforcement inquiries or appropriately direct technical questions or unusual requests
- Employ database programs for code enforcement cases and input data in system
- Prepare and review correspondence, memoranda, forms, brochures, and reports, including basic statistical reports
- Initiate code enforcement cases and schedule officers for inspections/ investigations
- Conduct field investigations to uncover possible violations or follow up on remedial actions taken by residents, monitor progress of cases
- Produce 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
- Meets with and informs members of the public in both office and outside settings on code violations
- Perform related duties as required



KNOWLEDGE & 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 and 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 and 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.