



Seeking a highly motivated professional to join the Lafayette Team.

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# Code Enforcement Officer

## An Outstanding Opportunity

The City of Lafayette (pop. 24,000) is recruiting for the position of Code Enforcement Officer. The City prides itself on its vibrant downtown, beautiful tree-studded hillsides and great schools. This position will be part of the team that ensures that the City retains its semi-rural character and "small town" downtown feel.

The Code Enforcement Officer ensures compliance with the City's municipal, zoning, housing, development, and signage codes. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff, public, and organizational contact .

This is a challenging job in a great city! The new Code Enforcement Officer will be joining a long-tenured staff of dedicated, energetic and fun professionals.

## The Position

The Code Enforcement Officer is part of the Planning Services Department and performs the following duties:

- ◆ Investigates complaints from the public and staff regarding violations of municipal, building, and zoning codes, ordinances, housing standards, and health and safety regulations.
- ◆ Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance.
- ◆ Prepares and issues notices of violation or noncompliance, final notices, citations, and other correspondence.
- ◆ Coordinates and conducts follow-up abatement procedures.
- ◆ Performs a variety of public relations and outreach work related to assigned activities.
- ◆ Drafts and recommends revisions to City code enforcement policies, procedures, and standards.
- ◆ Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.



## The Ideal Candidate

The City is seeking a professional who enjoys working independently as well as in a collaborative environment to manage the City's code enforcement program. The candidate will be tactful, self-motivated, creative and detail-oriented. Exceptional communication skills and the ability to accurately document activities are required. A high level of customer service and initiative are necessary to be successful in this position. High school graduate as well as two years of experience in code enforcement, zoning, planning, building construction and inspection, or law enforcement. Knowledge of building codes and inspection procedures is highly desirable.

## Compensation & Benefits

The salary range for the position is \$57,408—\$75,516. The City also provides an attractive benefits package that includes:

- ◆ A 401-A retirement plan with City-paid monthly contributions of 10% of salary with the option of a 5% match as well as City-paid social security contributions.
- ◆ City-subsidized health and dental insurance as well as life insurance and disability insurance.
- ◆ 12 paid holidays, 10 days of administrative leave, and up to 20 days of annual vacation, depending on tenure.
- ◆ Challenging, interesting work; opportunities for innovation and creativity; family friendly policies; a flexible work environment; and casual dress.

## Application & Selection

The final filing date is April 4, 2014. To be considered, you must submit a City of Lafayette Employment Application, plus other material that the applicant may feel is relevant. You may obtain an application at [www.lovelafayette.org/jobs](http://www.lovelafayette.org/jobs). Please return completed applications to 3675 Mt. Diablo Blvd., #210, Lafayette, CA 94549 or email to [TRobinson@lovelafayette.org](mailto:TRobinson@lovelafayette.org).

Following the filing date, resumes will be screened and candidates with the most relevant qualifications will be invited to interviews in April with an anticipated start date of approximately May 1, 2014.