



## CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of...

**Open and Competitive**  
Opening Date 12/16/09  
Closing Date 01/15/10

### **CODE COMPLIANCE OFFICER**

Grade 49 (Salary Range \$32,047 – 50,281)

This is skilled investigative, technical and administrative work in the enforcement of the City Code of ordinances, building codes, zoning code regulations, and property maintenance standards ordinance. Responsibilities include investigation, research, documentation and enforcement of City codes and ordinances. Position involves technical and administrative, field and office inspection, enforcement and review work of significant difficulty and responsibility. Duties include inspecting new and existing buildings, structures and properties on a regular basis to ensure compliance with applicable City codes, ordinances, statutes, and regulations governing occupational licenses; initiating correspondence regarding code compliance issues; and, maintaining accurate code inspection records and reports, and presenting cases at both the Special Magistrate hearings and Code Enforcement Board. Work involves considerable public contact and requires the ability to deal with public relations issues in a professional, tactful and courteous way.

#### **EXAMPLES OF WORK PERFORMED**

- Work within the geographical boundaries of the City investigating complaints of violations of zoning codes and ordinances.
- Interview property owners, tenants and complainants to determine nature of violations.
- Recommend measures for correcting violations.
- Prepare reports and maintain records of work performed.
- Issue Written Warnings, Summonses to Appear, and Parking Citations.
- Appear before the Code Enforcement Board, and Special Magistrate or County Court as necessary.
- Conduct inspections in assigned area for violations of City ordinances.
- Perform other miscellaneous duties when needed, ie: desk officer, school crossing guard.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to communicate effectively orally and in writing; possess a valid Florida driver's license; possess knowledge of: building construction; State, County, and Municipal Zoning Codes; City Ordinances; police practices and procedures. Ability to interpret site plans, maps, and legal descriptions. MUNIS software experience a plus. Excellent people skills with the ability to listen and communicate effectively.

#### **DESIRABLE EXPERIENCE AND TRAINING**

- High School Diploma or its equivalent; experience in work involving public contact.
- Possess Level I Certification from F.A.C.E. or Ability to attain Certification at Level I, which shall be obtained within one year.
- Proficient typing skills. Bilingual preference.

#### **NECESSARY SPECIAL REQUIREMENTS**

Must be physically able to operate office and communication equipment, possess visual, auditory, and oral acuity and the ability to lift up to 35 pounds. The position requires periods of sitting, standing, bending, stooping, and walking. Familiarity in the operation and care of an IBM PC, Microsoft Windows, and Office. Effective skill in public meetings and presentations

#### **SPECIAL CONDITION**

Prospective employee understands that if the City sponsors any training involving incurred cost to assist in obtaining preferred training that he/she would be responsible to reimburse all cost to the City within a three (3) year period from receiving said certification.

**Oral Interview: Date and time to be determined (by invitation only).**

Submit application: Human Resources Department  
City of North Lauderdale  
701 S.W. 71<sup>st</sup> Avenue  
North Lauderdale, FL 33068  
E-Mail: [HTREVISANI@nlauderdale.org](mailto:HTREVISANI@nlauderdale.org)  
Fax: (954) 724-6975

**In-House Applicants:** If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

**AN EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE WORK PLACE**