



COUNTY OF GLENN



Is recruiting for a

CODE ENFORCEMENT OFFICER I/II

DEADLINE TO APPLY

Friday, October 15, 2021

COMPENSATION

I - \$24.91-\$30.27 Per Hour

II - \$27.51-\$33.45 Per Hour

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

General Unit Summary of Benefits

THE SELECTION

PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

THE POSITION

The Code Enforcement Officer I/II position at the Planning and Community Development Services Agency performs a variety of professional inspections of new and existing properties for compliance with State laws and local codes and ordinances as they relate to health, safety, and public welfare, property maintenance, zoning, land use, building and housing, vehicles and blight control. The Code Enforcement Officer II position requires the ability to exercise a higher level of independent judgment and discretion consistent with department policies and procedures. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be fully competent to independently perform diverse inspections and enforce various State and local codes, ordinance and regulations related to zoning and property usage and occupancy, property maintenance, health and nuisance violations, abandoned vehicles, housing, building and similar codes.

WHAT YOU'LL DO

- Implements, maintains and monitors the County Code Enforcement Program.
- Monitors and/or inspects new and existing residential, commercial, industrial properties and hazardous conditions to ensure compliance with State and local laws, policies, codes, and ordinances.
- Receives and responds to complaints regarding zoning and land use violations, debris and junk, solid waste nuisances, abandoned, or inoperative vehicles, weeds, illegal occupancy, substandard buildings, building occupancy, and other code violations.
- Confers with and provides information to developers, property owners and others regarding code requirements, County policies and procedures wherever possible, maintains close verbal and/or written contact, as necessary.

A complete job description and list of duties can be found at www.countyofglenn.net

About Glenn County Glenn County has a population of 28,122 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

ARE WE A MATCH?

- You are able to apply codes and policies regarding zoning, environmental matters and other regulations to field situations.
- You have knowledge of basic inspection principles and techniques.
- You are able to organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- You have knowledge of basic techniques for dealing with the public, in person or over the telephone, in a professional and courteous manner.

MINIMUM QUALIFICATIONS

EXPERIENCE:

I - One year of work experience performing field inspections or investigations. Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Coursework or specialized training in code enforcement or related field is desirable.

II - Two years as a Code Enforcement Officer I in the County of Glenn or four years of work experience performing field inspections or investigations. Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Coursework or specialized training in code enforcement or related field is desirable.

EDUCATION:

I/II - High school diploma or GED equivalent.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, October 15, 2021.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.