

## **Code Enforcement Officer Position**

### **City of Sand City**

The City of Sand City is currently looking for a self- motivated individual with strong interpersonal skills to fill a contract employee position as the Code Enforcement Officer. The Code Enforcement Officer works closely with the Chief of Police and City Administrator to identify Code Enforcement related issues, develop strategies to resolve issues, and perform enforcement and follow up. The City anticipates a workload of approximately 20 hours per month.

The Code Enforcement Officer works as an independent contractor/ consultant to resolve code enforcement related issues as defined by the Sand City Municipal Code, California Building Code, California Health and Safety Code, and other applicable statutes. Pay is negotiable dependent upon experience.

Typical duties would include:

- Conduct inspections as needed
- Prepare reports and issue citations as needed
- Coordinate with residents and property owners to resolve deficiencies
- Identify blighted conditions and provide remedies
- Identify illegal structures/additions that present safety hazards
- Other code enforcement related activities as needed

### **Qualifications**

Applicants should possess an understanding of the Code Enforcement and/or building inspection process. Prior experience as a Code Enforcement Officer or similar is preferred. Applicants are required to possess a valid driver's license and vehicle insurance.

Send resume/proposals to Linda Scholink (HR) at City of Sand City, 1 Sylvan Park, Sand City, CA 93955.