

SELECTION PROCESS

The qualifications of each applicant, as set forth in the employment application, will be reviewed.

Due to an anticipated large response, only the first 100 applications received will be considered for the next phase. Additional applications may be processed as necessary. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application through our online application process at www.cityofpleasantonca.gov. Incomplete applications will not be accepted. Applications are also available at the Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566. Deadline for submission of applications is 5:00 p.m. on Friday, September 27, 2013. Postmarks will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources at (925) 931-5048.

COMPENSATION & BENEFITS

\$6,773 - \$8,233 per month

Choice of One of Three
Comprehensive Health Plans

Dental Plan Coverage

Life Insurance Coverage of \$35,000

11 Paid Holidays

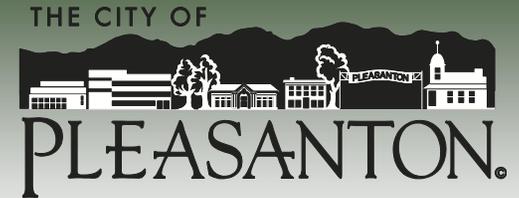
Floating Holidays

Paid Sick Leave

Short Term/Long Term Disability Plan

Annual Vacation beginning with 10 days

PERS Retirement Plan



Announces

EMPLOYMENT

OPPORTUNITY FOR

**Senior Code
Enforcement Officer**

**Full-Time Position
\$6,773 - \$8,233 per month**

**Filing Deadline
5:00 p.m., September 27, 2013**

**Please apply online at:
www.cityofpleasantonca.gov**



THE COMMUNITY

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

Pleasanton is a community of 68,755. We are a family-oriented community and pride ourselves on our numerous parks, recreation facilities and programs. Pleasanton is also home to thriving business parks and the regional Stoneridge Mall.

Our Downtown is the heart of our community ---the setting for festivals, street parties, parades, weekly summer concerts, Saturday farmer's markets and other special events. Downtown also offers some of the finest dining and shopping in the Tri-Valley. Pleasanton is home to the Alameda County Fairgrounds which hosts statewide and regional events, as well as the annual Alameda County Fair.

THE DEPARTMENT

The Community Development Department protects and promotes the public health, safety, and general welfare through the development and administration of the General Plan and other planning, zoning, transportation, engineering, and environmental regulations. The Department is responsible for the review and processing of private development projects and the drafting of long range plans that provide a blue-print for future development of the City. The Department also designs and supervises the construction of a variety of capital improvements throughout the City, including roadway, utility systems, and other public facility improvements.

THE POSITION

Under general supervision of the Director of Community Development, the Senior Code Enforcement Officer is responsible for the direction of work flow in a lead capacity within the function of code enforcement. Through public education and enforcement activities, the Senior Code Enforcement Officer seeks public compliance with City Municipal Code sections, ordinances and resolutions in such areas as planning, zoning, subdivisions, encroachment, building code, property maintenance, and other related areas. This position regularly works with the public and provides a high level of customer service. The Senior Code Enforcement Officer works independently as well as collaboratively with other departments within City. This position works a varying schedule to meet departmental needs.

THE IDEAL CANDIDATE

The City is seeking a code enforcement professional with the ability to identify and apply City codes and regulations. The ideal candidate will be self-motivated and enjoy working in a collaborative environment. Although the candidate will work independently much of the time, she/he will also be aware of the need to provide updates to the Director and seek direction as needed to keep projects on track. The ideal candidate will have a solid understanding of code enforcement and the community in which she/he will be serving. A high level of customer service is necessary to be successful in this position.

Ability to:

- Read, understand and interpret laws, regulations, ordinances, resolutions and other documents associated with enforcement duties.

- Communicate effectively, both verbally and in writing. Prepare and make verbal presentations to small and large groups. Prepare factually clear, concise and complete written reports and correspondence.
- Interact tactfully with the public to gain voluntary compliance with City codes.
- Identify code violations; exercise proper judgment in determining the degree of compliance with various laws and determine appropriate course of action.
- Assist City staff with interpretation and application of the Code as it relates to planning issues.
- Coordinate enforcement and inspection functions with other City departments and follow proper work procedures and practices.
- Work independently and with initiative. Drive a vehicle and work a varied schedule.

Education/Experience:

Any combination of education and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to accomplish this includes:

High School Graduate or General Education Degree (GED) and two years enforcement experience in a field where required skills are applied.

License:

Possession of a valid California driver's license and good driving record.

