

**NOTICE OF JOB VACANCY
TO
CITY OF VIDOR EMPLOYEES**

DEPARTMENT: **CODE ENFORCEMENT**
\$14.00/hour

***SALARY:**

JOB TITLE: **CODE COMPLIANCE ASSISTANT**

**BEGINNING SALARY WILL BE DETERMINED BY EXPERIENCE, JOB KNOWLEDGE, AND QUALIFICATIONS.*

DATE TO BE FILLED: **NOVEMBER 2019**

JOB DESCRIPTION AND QUALIFICATIONS: Please see attached Job Description for details of essential duties and responsibilities.

City of Vidor**Job Description**

Job Title: **Code Compliance Assistant**

REPORTS TO: **CODE ENFORCEMENT OFFICER**

LOCATION: **CITY HALL**

Exempt Status - NO

SUMMARY: Performs various secretarial/administrative duties such as answering the phones; interacting with the public; filing; typing; writing and responding to emails; completing various paperwork, etc. to assist the Code Enforcement officials with enforcing City Codes and Ordinances; assisting as needed with inspections of violations and complaints; preparing necessary documentation regarding code violations; and working with the public to solve problems with code violations, all which require considerable discretion and specialized knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Answers incoming calls for the Code Enforcement Department, and Public Works Department as necessary, and directs to appropriate employee and/or takes messages.
- Prepares and files permits, letters, documents, memorandums, and correspondence for the Code Enforcement Officer and Assistant Code Enforcement Officer as needed.
- Assists in the enforcement functions regarding violations and complaints of violations of City Codes and Ordinances by: inspecting violations and complaints regarding trash, grass, junk vehicles and dilapidated buildings; preparing and evaluating award bids for cleanups, mowing and demolition work; inspecting work of contractors for approval and requisitions for payment; filing charges against violations in Municipal Court when necessary; and handling correspondence and documentation for Council appeal process.
- Provides answers to questions regarding code violations which requires knowledge of Code Enforcement policies and procedures and works with citizens and organizations to correct violations.
- Makes deposits of funds collected from the issuance of various permits.
- Issues many different types of permits to individuals and/or companies as required.
- Assists with maintaining monthly, weekly and other reports.
- Searches files, assembles information and compiles statistics as directed by the Department Head.
- Compiles records by: preparing necessary documentation for code enforcement activities and other duties as assigned; mailing out letters for high weeds and grass, trash, junk vehicles, bills, liens; filing; preparing public notices; and preparing bid packages.

- Works with staff, City Manager, Mayor and Council Members when requests are made.
- Preserves and enhances the quality of life for the citizens of Vidor, Texas, by observing the City's guiding principles.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High School diploma or equivalent required and six (6) months to one year of related experience and/or training preferred; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, subpoenas for court, complaints filed, letters, correspondence, messages and memos. Ability to write letters, bills and liens to property owners; reports; business correspondence; and procedure manuals. Ability to effectively present information and respond to questions from groups of department heads, vendors, citizens, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS:

Must be proficient with Word, Excel and Microsoft Office computer programs. Must be able to type 40 wpm.

REASONING ABILITY:

Ability to interpret HUD and City regulations in respect to building codes and city ordinances.
Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to handle or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. Employee must be able to read mail, computer screen, files and paperwork. Employee must be able to communicate with citizens, staff, and Council over the telephone and in person and be able to transcribe recorded notes. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:

Camera, calculator, computer, fax machine, copier, printer, typewriter, adding machine, paper cutter, electric/manual hole-punch, shredder, Microsoft Word, spreadsheet applications and other software; and communication equipment such as telephone, mobile phone, and two-way radio.

WORK ENVIRONMENT:

Climate-controlled office environment. Exposure to extreme weather conditions such as heat, cold, wind, rain; exposure to conditions at locations and litter/trash sites such as dirt, dust, strong odors, caustic substances, and loud noise.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

Valid Texas Driver's License with an acceptable driving record required. Registered with State of Texas as a Code Enforcement Officer or Code Enforcement Officer in Training must be obtained within probationary period of six (6) months.

INTERPERSONAL:

Must be able to communicate professionally with contractors, general public, coworkers, department heads, council members and other city employees.