



**CITY OF PETALUMA  
CLASS SPECIFICATION**

Date: 8/2/2021  
Job Class: 04SRCE  
(Previous Job Class: 04NPCO)

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## **Senior Code Enforcement Officer**

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### **Summary**

Plan, coordinate, and supervise the City's Code Enforcement and Neighborhood Preservation Programs; including coordination of the City's code enforcement activities.

### **Class Characteristics**

Direction is provided by a higher-level supervisor or manager; responsibilities may include the direct or indirect supervision of support staff.

The Senior Code Enforcement Officer is a single class full journey-level position responsible for the City's Code Enforcement and Neighborhood Preservation Programs. The incumbent is expected to have specific knowledge and expertise in the program areas; exercise considerable independence in the planning, directing, coordinating, and supervising of programs; perform a full range of supervising authority and focus on providing administrative support and control, identifying and analyzing problems, and developing solutions for assigned programs and activities.

### **Essential Duties, Skills, and Demands of the Position**

*The duties, skills, and demands described here are representative of 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 a disability to perform the essential duties, skills, and demands.*

#### Duties:

Plan, organize, manage, and direct comprehensive code enforcement and neighborhood preservation programs ensuring compliance with federal, state, and city codes, ordinances, and regulations.

Coordinate and direct city-wide code enforcement activities for general nuisance abatement, business licenses, health and welfare, streets and public areas, water and services, zoning, planning, and housing.

Provide administrative and technical support, and coordination and leadership, in the execution of day-to-day program activities.

Design, develop, and implement systems, policies, procedures, and processes for program efficiency and effectiveness.

Supervise and/or conduct specialized and generalized inspections, enforcement, and compliance activities.

Develop, write and present information, workshops, and training programs to the public, City officials, and others.

Educate, listen, and respond to issues and facilitate resolution of problems, concerns, and complaints.

Write technical reports and proposed regulations, policies, and procedures.

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Explain and interpret city codes, ordinances, policies, and procedures.

Draft notices, monitor timelines for compliance and/or abatement, prepare and send any required follow-up notices; schedule and prepare for administrative hearings.

Operate computer programs, spreadsheets, and databases.

Perform related duties as assigned.

### Skills/Abilities:

Work closely and effectively with others to enhance and preserve the quality of neighborhoods through public relations, community building, and education and code enforcement activities.

Effectively organize and manage the work activities of others.

Interpret and apply City codes, ordinances, policies, and procedures.

Research, analyze, and summarize data.

Make effective and professional presentations.

Prepare clear, concise, and complete reports, correspondence, and other written materials.

Facilitate and/or assist others resolve conflict.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

### Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee operates a motor vehicle to transport materials and perform job duties. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

### **Qualifications**

#### Knowledge of:

Trends and developments in the areas of code enforcement and neighborhood preservation programs.

Procedures, practices and operating details of city government which includes community development, housing, neighborhood preservation, building, planning, zoning, land use, and permitting.

Code enforcement and compliance.

Effective public and community relations.

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Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

#### Education:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, urban planning, public policy, or a related field.

#### Experience:

Three years of related experience in a local government agency involved in regulatory and compliance functions, permit processing, and community outreach involving a high level of public contact and interagency coordination.

#### Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a Code Enforcement Certificate issued by the California Association of Code Enforcement Officers within one year of appointment.

Possession of a California State Arrest and Firearms Certificate (PC 832) within one year of appointment.

Established: 09/11/06

Resolution #: 2006-152 N.C.S.; 2021-123 N.C.S.

Revised: 08/02/21

Department: Police or Community Development

FLSA Status: Non-exempt