



## CODE ENFORCEMENT OFFICER & UTILITY BILLER 2

### POSITION DETAILS

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**Position Title:** Code Enforcement Officer & Utility Biller 2

**Pay Range:** \$19 - \$23 - Based on Experience

**FLSA Status:** Non-Exempt

**Probation Period:** 6 Months

**Assignment Category:** Regular, Part-Time

**Location:** Falls City Hall, 299 Mill St. Falls City, OR 97344

**Position Type:** Staff

**Hours:** M-TH, 8 A.M. to 4 P.M. (occasional evening work)

**Weekend Work:** Rarely

**Position Summary:** This is a regular, part-time position working 32 hours per week. The Code Enforcement Officer performs duties related to providing information, educating residents and assuring public compliance regarding the City's municipal code, as well as portions of the development code. The work week and daily working hours are flexible, varying with assignments and are usually Monday through Thursday. Evenings may be occasionally required when meeting with residents. Individuals in this position are expected to prepare a variety of products for use in presentations, staff reports, and for the general public.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

**Benefits:** The City of Falls City offers all employees 13 paid holidays per year and PERS eligibility after a 6-month probation period. Part-time positions earn 4 hours of sick time and 4 hours of vacation time per pay period, and 2 personal days per fiscal year. (Personal days are use-or-lose during the issuing fiscal year.) Part time employees are not eligible for insurance benefits. Employees are paid once a month, typically on the 26<sup>th</sup>. Start time of 8:30 A.M. Monday-Thursday for this position is expected, but not required, as individual assignments will dictate daily start and end times on a weekly basis.

**Position finalists will be subject to a full background check prior to receiving a job offer.**

**Special Demands:** Vision, hearing and speech are required along with manual dexterity. Position requires prolonged sitting, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. Position requires working in an office environment and in the field. Must be able to drag, lift, and push materials weighing up to 35 pounds.

## **POSITION DUTIES**

The listed duties are a summary of those typically performed by the Code Enforcement Officer & Utility Biller 2. Additional accountabilities and duties may be assigned from time to time. This list is not meant to be a comprehensive accounting of each duty or task performed.

<b>Key Accountability</b>	<b>CODE ENFORCEMENT</b>
<b>Duty Statement</b>	<ul style="list-style-type: none"> <li>• Conduct case or incident investigations and related follow-up activities, gather and preserve evidence, interview and take statements from involved persons and witnesses, prepares related reports.</li> <li>• Issue warning letters and violation citations as needed and assist City Attorney in preparing documentation for court appearances and testimony in court hearings.</li> <li>• Respond to public questions related to enforcement requirements, procedures, and policies.</li> <li>• Prepare public information related to code and ordinance compliance.</li> <li>• Prepare written documents for presentation and briefing.</li> <li>• Establish and maintain related correspondence and evidence.</li> <li>• Propose ordinance revisions or procedures.</li> <li>• Proficient in Microsoft Office Suite and other technical software as may be required to support the position.</li> <li>• Work in an independent manner. Understand and carry out a variety of complex instructions.</li> <li>• Recommend solutions that help resolve issues relating to policies and procedures.</li> <li>• Follow record management standards and records retention schedules for all records in the City.</li> <li>• Maintain a safe work environment.</li> </ul>
<b>Percentage of Time</b>	80%

<b>Key Accountability</b>	<b>UTILITY BILLING</b>
<b>Duty Statement</b>	Supports in the performance of all aspects of the utility billing process. Utilize utility billing software to process payments. Issue, monitor, and close some utility work orders. Serve as the administrative assistant for the Water and Sewer Divisions Superintendent. Provide reception services at City Hall by answering telephone, fax, email, and in-person inquiries. Ensure all billing supplies and equipment are stocked and functional; take corrective action if not.
<b>Percentage of Time</b>	20%

## POSITION FACTORS

<b>Minimum Education and Experience</b>	High school graduate or equivalent, however possession of AA degree or Bachelors degree is desirable. The ideal candidate will have at least 2 years dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Cash handling experience required.
<b>Licenses &amp; Certifications</b>	Valid Oregon Driver's License with driving record acceptable to the City and the City's insurance carrier.
<b>Supervision Received</b>	Incumbent will report directly to the City Manager for all Code Enforcement duties. Incumbent will report to City Clerk for all other duties. After the probationary period, incumbent will receive general direction from the City Manager and City Clerk, but is expected to perform basic duties independently.
<b>Analytical Skills Required</b>	This position requires excellent analytical and communication skills to interact with problems arising from non-compliance issues.
<b>Financial Accountability</b>	Occasional cash handling, financial documentation, and financial reporting responsibilities. Funds in a given transaction or set of transactions will typically be \$500 or less.
<b>Impact of Actions Carried by This Position</b>	Poor execution of the tasks associated with this role could lead to liability for the city and the incumbent. Also, may lead to loss or misapplication of funds.
<b>Supervision Exercised</b>	This position will exercise occasional supervision over interns, volunteers, and/or community service workers.
<b>Human Resources Impact of this Position</b>	None.
<b>Internal Contacts</b>	Have regular contact and interaction with Public Works Staff, the City Manager, and the City Clerk.
<b>External Contacts</b>	Regular contact and interaction with outside City, County, and State Staff and Officials. Also have regular contact with contract City Staff, and City Contractors. Extensive contact with the public, especially residents in the community.
<b>Other Factors</b>	Incumbent may be exposed to physical hazards from obstacles, unstable structures, infectious waste, debris, noxious fumes, toxic chemicals, automobile traffic, possible criminal activity while conducting investigations, and angry citizens.

The city of Falls City is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.