

COMMUNITY RESOURCES SPECIALIST

Job Description

DEFINITION:

The Community Resource Specialist is responsible for performing a wide variety of paraprofessional law enforcement duties and inspections, which frees the time available to sworn personnel and other city departments. Incumbents are responsible for assisting citizens by answering nonemergency calls for service, and the nature of the duties may require rotating shift, weekends, and holiday work.

Under general supervision, learns to perform and performs inspections of residential, commercial and industrial properties, and transient businesses to determine compliance with applicable federal, state and local codes, laws, regulations, and ordinances relating to maintenance of properties and structures and business licensing and parking enforcement; initiates enforcement action and issues citations and notices; performs other related duties as required.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Provides customer service, answers telephones and is the first point of contact at the front counter of the Police Department or City Hall.
- May investigate incidents and prepares reports, including injury and non-injury traffic accidents; conducts traffic collision investigations; directs traffic as required; enforces parking regulations; impounds vehicles; signs-off on mechanical citations; ensures adherence to safe work methods, procedures, and practices.
- Learns to perform and performs the full array of residential, commercial and industrial properties, and transient businesses inspections; determines existence and type of code violation; compiles, analyzes, and evaluates findings of investigations and inspections; researches property ownership; coordinates with property owners or their representatives and other regulatory agencies to take corrective action; performs follow-up inspections and investigation as required; ensures compliance with all applicable municipal codes and regulations; issues citations for noncompliance; issues stop work orders and refer them to the proper department if necessary.
- Interprets, applies, and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes, and other related laws, codes, and regulations to the public, departmental staff, and other agencies; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits, including re inspection on applicable permits and notices until compliance is attained.
- Maintains clear, concise, and comprehensive records and reports related to enforcement activities; maintains daily log of contacts or inspections for code enforcement cases; enters and retrieves information from records systems.
- Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; files criminal complaints in court when necessary with supervisor's approval.
- Monitors the City for illegal signs, trash, debris, graffiti and shopping carts and arranges for their removal; monitors lots for weed abatement and arranges for cleanup.

- Responds to questions and concerns from the public, departmental staff, and other agencies; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies

OTHER DUTIES: (include but are not limited to the following)

- May be required to appear and testify in Court when subpoenaed.
- Performs other related duties as required.

