



ADMINISTRATIVE SERVICES TECHNICIAN

Job Description

Pay Range: \$14.00 – 17.02 Hourly

The City of Sutter Creek is seeking an Administrative Services Technician responsible for investigating and enforcing applicable ordinances, codes, and regulations related to, zoning, land use, health and safety. This position involves both office and field 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 City Hall.
- Research ownership and lien holders of subject properties.
- Perform follow-up investigations to ensure that remedial action has been taken.
- Prepare and manage a caseload including maintaining accurate case files composing letters, memos, and writing related reports;
- Issue notice of violations, criminal and administrative citations; notice and order, abatement warrants, abatement orders and property and code enforcement liens, as needed.
- 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 reinspection 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.
- Monitors the City for illegal signs, trash, debris, graffiti, weed abatement 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.
- Performs other related duties as required.

QUALIFICATIONS:

Knowledge of:

- General organization and structure of municipal government
- City ordinances and regulations related to use of land
- Elements of planning and zoning administration and use of related ordinances
- Building codes, nuisance abatement practices and procedures

Ability to:

- Read and evaluate basic maps, building plans and property descriptions
- Interpret and apply detailed rules and regulations and procedures
- Work independently in discovering violations, gathering evidence and applying enforcement procedures
- Receive reports of code violations in person and by phone
- Complete appropriate report forms and related documentation
- Determine nature of violations
- Receive complaints and work with property owners, neighborhood organizations, and other concerned parties to resolve nuisance issues and avert legal action where possible

EXPERIENCE AND EDUCATION *(preferred but not required)*

Experience:

Two (2) years of experience in an administrative, technical, or related position for a legal, regulatory, or law enforcement agency which involves heavy public contact and enforcement of community standards.

Education:

Equivalent to the completion of thirty (30) college units with major coursework in environmental studies, land use planning, law, fire science, administration of justice, or a related field.