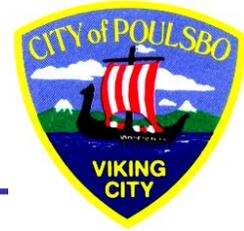


# City of Poulsbo



## COMMUNITY SERVICES/CODE ENFORCEMENT OFFICER

The City of Poulsbo is accepting applications for the position of Community Services/Code Enforcement Officer. Qualified candidates are encouraged to submit their application packets. This is a Civil Service position.

**Compensation (2016):** The position is full-time (40 hours per week) with a starting salary of \$26.12. The salary range is \$26.12 - \$30.23/hour.

**Benefits (2016):** Employees receive ten paid holidays, 96 hours of vacation (increases in 3<sup>rd</sup> year), and 96 hours of sick leave accrual per year. After six months of employment, employees receive one floating holiday and after one year, two personal leave days are provided. Employees also receive an additional 1% longevity pay after five years, 2% after ten years, up to a 5% maximum. City of Poulsbo employees are members of the Public Employees' Retirement System (PERS) as well as a member of the Teamsters Local 589 union. The City pays 95% of medical/vision premiums, 100% of dental premiums for full-family coverage and 100% of life insurance premiums for a total of \$1,452.28. The employee's portion is \$69.12 per month. The City also contributes \$70.00 per month into a Health Reimbursement Account (HRA-VEBA) and provides a \$30,000 life insurance

**Job Description and Minimum Qualifications:** Please see attached job description.

**To apply:** Candidates are invited to submit a [City Application](#), Resume and Cover Letter by July 12, 2016 at 2:00 pm to:

City of Poulsbo  
Attn: Human Resources  
200 NE Moe St  
Poulsbo, WA 98370

**Important Dates:** Application packets must be received by July 12, 2016 at 2:00 pm. Candidates who will be invited to test will be contacted by July 15 and testing will be held on July 22, 2016. The test will be 40% and the interview will be 60% of the final score.

### Contact information:

Deanna Kingery, HR Manager, [dkingery@cityofpoulsbo.com](mailto:dkingery@cityofpoulsbo.com) or 360-394-9705.

# City of Poulsbo

## Position Description

<b>Position Title:</b> Community Services/Code Enforcement Officer	<b>Reports To:</b> Police Sergeant
<b>Department:</b> Police Department	<b>Date:</b> June 2016
<b>Salary Schedule:</b> Teamsters Range 32	<b>FLSA:</b> Non-exempt

### **General Purpose:**

Under general supervision and at the direction of the Chief of Police, the Community Services Officer (CSO) will provide a variety of service related functions associated with law enforcement, court security, electronic home monitoring, and community service.

Under the general supervision of the applicable department head, the Code Enforcement Officer will perform a variety of technical and enforcement duties in support of the City's adopted codes; and will monitor and enforce a variety of applicable ordinances, codes, and regulations related to zoning, land use, water quality, construction activity, building and fire codes, health and safety, nuisances, blight, graffiti, business licenses and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, and businesses. Work is performed with limited supervision.

### **Court Security**

- Maintain order and security in the Municipal Court; screen people entering the court for weapons, explosives, and contraband
- Mediate conflict and respond appropriately to unruly and/or out of control individuals within the court facility and in the near vicinity; remove individuals as necessary.
- Report and record all incidents that threaten security.
- Maintain and operate Portable Breathalyzer Test unit, and weapon detection equipment.
- Take and maintain custody of in-court commitments, arrange for the transfer of prisoners between the Municipal Court, corrections facility, and/or other jurisdictions.
- Assist and direct visitors to courtroom, telephones, and restrooms; aid public in emergency situations.

- Coordinate and train for court evacuation procedures.
- Prepare courtroom and facilities for operation, including opening and closing court; post court calendars; provide courtrooms with supplies as needed; transfer messages between courtroom participants; secure required signatures within courtroom as requested.

### **Electronic Home Monitoring**

- Monitor defendants on Electric Home Monitoring or other home monitoring systems, proficient use of the home monitoring programs and equipment, including data entry.

### **Community Service**

- Monitor clients in community service assignments, report work hours to the court, and manage clients to ensure successful completion of requirements.

### **Code Enforcement**

- Perform a variety of field and office work in support of the City's local code enforcement program (PMC 1.16); enforce compliance with City regulations and ordinances including those regulations related to zoning, land use, water quality, construction activity, building and fire codes, health and safety, nuisances, blight, graffiti, business licenses and other matters of public concern.
- Receive and respond to citizen complaints and reports from other departments on alleged violations of City zoning, building and other municipal code and ordinances; conduct investigations and provide recommendations for resolution.
- Conduct field investigations, inspect properties for violations, attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices and/or violations; perform follow-up functions to gain compliance including letters, inspections, calls, meetings, to ensure compliance with applicable codes and ordinances.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantial violations; draw diagrams, illustrations and take photographs.
- Prepare a variety of written reports, memos and correspondence related to enforcement activities.
- Utilize the City's electronic permitting software program to create, maintain and document code enforcement files and actions.

### **Additional Duties**

- Other duties as assigned.

### **Performance Requirements (Knowledge, Skills and Abilities):**

#### **Knowledge of:**

- Municipal Court and related law enforcement practices and procedures.
- Applicable federal, state and local laws, codes, regulations, policies and procedures.
- Safety planning methods and techniques.
- Recordkeeping techniques.

#### **Skills:**

- Apply safe work practices and recognize unusual, insufficient or dangerous operation conditions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interact with others utilizing tact, patience and courtesy.
- Resolve conflict and negotiate efficiently.

#### **Abilities:**

- Maintain confidentiality of sensitive materials and information.
- Comprehend and follow oral and written directions.
- Work independently with minimal direction.
- Carry firearm in the performance of assigned duties.
- Apply common sense understanding to solve practical problems.
- Ability to work under pressure and to quickly adjust to changing priorities and demands.
- Fluently read and write the English language, using proper grammar, spelling and punctuation.
- Ability to write clear/concise reports.
- Ability to use defensive tactics and use force appropriately.
- Ability to calmly interact with emotionally distraught, irate, and combative individuals.
- Ability to handle conflict as well as emergency situations in a calm and effective manner with minimal supervision.

### **Working Environment/Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work is performed primarily in a courthouse environment with moderate to excessive noise level; prone to interruptions substantiated by walk-in defendants, employees, applicants, citizens, etc.
- The employee may be contacted by disgruntled and hostile defendants, litigants and citizens.
- Visual acuity is required.
- Must be able to hear, understand and operate a two-way radio communication device.
- While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to reach, handle, feel or operate objects, materials, tools, equipment or controls; frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance; bending, reaching as needed.

**Experience and Training Requirements:**

A combination of education and related experience may substitute for education requirements:

- Two or more years experience as a City, County, State, Tribal, Federal Law Enforcement Officer, U.S. Military Police; Reserve Law Enforcement Officer; or Marshall is preferred.
- Beneficial experience would include proactive intervention to defuse conflicts, maintaining orderly conduct in public situations, and making arrests.
- Experience that includes the enforcement of municipal codes is desirable.

**Licenses and Other Requirements:**

- Valid Washington State Driver's License
- Attend Poulsbo Police Department firearms training and successfully pass a firearms certification test. Firearm(s) used in training must be issued by the Police Department.
- Attend a Police Department sanctioned Emergency Vehicle Operators Course (EVOC) to ensure safe operation of City owned vehicles.
- Attend defensive tactics training provided by the Police Department including TASER, Asp/baton, pepper spray and other training as assigned.
- Red Cross First Aid Certification and CPR Certification within six months of employment and thereafter keeping certification current.
- A background check will be conducted on an applicant prior to being appointed to this position. This background investigation will include a criminal records check. Additionally, a polygraph examination and psychological testing/exam is included in the hiring process.