

# City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.

## POSITION DETAILS:

**Date Posted:** 9/26/23

**Posting Expires:** 10/7/23 or until filled

**Contact Phone:** 870-425-7042

**Department:** Administration

**Location:** City Hall

**FLSA:** Non-Exempt

**Title:** Code Enforcement Officer

**Grade & Status:** Grade 12 FT

**Salary Range:** \$17.77+

**DAYS & HOURS OF OPERATION:** 8:00 am – 4:30 pm Monday – Friday

**WHERE TO APPLY (in person or via us mail):** City of Mtn Home HR  
720 S Hickory St.  
Mountain Home, AR 72653

## JOB NOTICE -

**APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.**

## DESCRIPTION

Under general supervision, performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

## ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- 1) Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
- 2) Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for solutions.
- 3) 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, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative citations and notices of violations as necessary.
- 4) 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.
- 5) 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 substantiate violations; draw diagrams and illustrations and take photographs.
- 6) Prepare a variety of written reports, memos, and correspondence related to enforcement activities.

- 7) Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- 8) Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- 9) Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement, research complaints.
- 10) Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- 11) May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- 12) Performs other related duties as required.

#### **SPECIFIC KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:**

##### Knowledge of:

- Operation, services, and activities of a municipal code compliance program.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- City services and organizations structure as they relate to code compliance.
- Legal actions applicable to code enforcement compliance.
- Effective public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Occupational hazards and standard safety practices.
- Geographic features and locations within the area served.

##### Ability to:

- Independently perform a full range of municipal code enforcement and compliance duties.
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency.
- Respond to inquiries, complaints, and request for service in a fair, tactful, and firm manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings.
- Maintain complex logs, records, and files.
- Research, compile, and collect data.
- Prepare clear and concise technical reports.
- Make oral presentations and testify in court.
- Work independently in the absence of supervision.
- Read maps and property profiles.
- Read and interpret legal documents and descriptions.
- Understand and follow oral and written instructions.
- Type and enter data accurately at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE GUIDELINES**

### **Education/Training:**

Equivalent to completion of twelfth grade supplemented by specialized training and /or college level coursework in criminal justice, public administration, business administration, or other related field..

### **Experience:**

One year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.

## **LICENSE OR CERTIFICATE:**

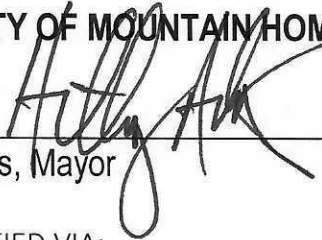
Possession of an appropriate, valid Driver's License.

Successful completion of ACIC Certification within first 90 days of assuming position.

Certified Law Enforcement highly desirable.

**The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.**

**THE CITY OF MOUNTAIN HOME IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

  
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Hillrey Adams, Mayor

**PUBLIC NOTIFIED VIA:**  
**CITY BULLETIN BOARDS**  
**CITY WEBSITE**  
**INDEED. COM**