



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE: FFD: Open Until Filled	Community Development Analyst (Code Enforcement) <i>Bridgeport & Mammoth Lakes, California</i>	SALARY 64: \$ 26.28 - \$ 31.94/hr 68: \$ 29.01- \$ 35.26 40 hrs./week
--	--	--

The County of Mono is accepting applications for a Planning Analyst position (I/II) in the Community Development Department located preferably in Bridgeport with possible shifts in Mammoth Lakes and occasional travel to other Mono County communities. This position will work in coordination with the Director or designee.

Definition: Under direction, performs a variety of community development functions primarily focused on code enforcement duties, but may include planning and building permit work. The Code Enforcement Analyst primarily receives and makes field investigations of complaints concerning suspected violations of nuisance and zoning ordinances; preserves evidence; issues notices of violation and administrative citations; oversees and administers various enforcement tools to ensure compliance with zoning ordinances, building codes, environmental standards, and other laws regulating land use, including monitoring and permit renewals; advises the public on a variety of regulatory requirements; performs routine and technical work, both at the public counter and office; and answers inquiries related to building codes, remodeling and repair requirements, development regulations, general plan policies, permit procedures and schedules. Additional duties may include performing preliminary review of plans and specifications; reviewing, tracking and processing applications; issuing building permits; calculating and collecting fees; preparing and assisting in administering grant applications; participating in project teams in planning studies, environmental reviews, community design, maps/graphics, and general plan preparation; assisting with planning policy formulation and implementation; and performing other work as required.

Distinguishing Characteristics: The Code Enforcement Analyst I is the first working level of the Community Development Analyst class series. This professional class requires a diverse skill set to work on a broad range of tasks and projects, including data collection, research, analysis, staff report preparation, public presentation, technical field investigations, and community meetings. Incumbents in this class will be expected to be cross-trained in areas of community development permits, processes and policies. The Code Enforcement Analyst II is the journey level classification in the Community Development Analyst series.

Desirable Qualifications:

Knowledge of:

- Methods, procedures, principles and practices of research, data and evidence collection, record keeping, and report writing.
- Methods and techniques of investigation, inspection, and resolving code enforcement issues.
- Principles of identification, preservation and presentation of evidence.
- Code compliance and permit monitoring methodologies.
- Computer and Internet applications related to permit functions, planning and land use.
- Building, zoning and related codes and ordinances enforceable by counties, general content of California Building Codes, and basic housing construction methods and terminology.
- Theories, principles, techniques of land use planning and basic symbols and content of development plans.
- Research and statistical methods.
- Public engagement methodologies.
- Applicable federal, state, and local laws and codes.

Ability and willingness to:

- Coordinate and perform code enforcement inspections and enforce regulations.
- Coordinate and enforce housing, land use, zoning and nuisance ordinances in a firm, consistent and respectful manner. Read, understand, and apply ordinances and regulations.
- Educate the public on the significance of County regulations including community development policies and initiatives.
- Assist with and prepare notices, reports, and policy development documents.
- Review permit applications for completeness and conformity with requisite ordinances.
- Ability to interpret and enforce regulations with firmness and tact.
- Learn and enforce federal, state, and local laws, rules, and regulations related to planning and land use activities.
- Express written thoughts logically and professionally; and verbally express ideas, concepts and directions clearly & concisely.
- Establish and maintain cooperative working relationships; deal tactfully and courteously with the public and co-workers.

Typical Working Conditions and Physical Requirements: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds unassisted and greater than 25 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

Minimum Qualifications: Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: Graduation from a four (4) year college or university with major work in planning, or a closely related field. Experience equivalent to that of a Planning Technician or a permit technician with a government agency may be substituted for the required education on a year-for-year basis. A valid 832 Peace Officer Standards and Training Certificate a graduate degree, or other enforcement training is highly desirable. For Analyst II, one (1) year experience equivalent to that of a Community Development Analyst I.

Special Requirements: Possession of a driver's license valid in California.

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website: www.monocounty.ca.gov **All complete County applications received will be considered.** E-mailed or faxed applications will also be accepted.

**COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES**

P.O. Box 696 ~ Bridgeport, California 93517

(760) 932-5412 ~ (760) 932-5411 (FAX) ~ www.monocounty.ca.gov hr@mono.ca.gov EOE