



Rio Arriba County

VACANCY NOTICE

Human Resource Department

1122 Industrial Park Road

Espanola, NM 87532

Telephone: (505) 753-2992 or (505) 747-5325

P.O BOX 127

TIERRA AMARILLA, NEW MEXICO 87575

TELEPHONE: (575) 588 7254

Web: www.rio-arriba.org

Position: **Code Enforcement Officer I / ESPANOLA & TIERRA AMARILLA**

Positions Available: **1**

Department: **Planning and Zoning**

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

- Performs a variety of field and office work in support of Rio Arriba County's local code enforcement guidelines as outlined in its Design and Development Regulation System Ordinance;
- Issues permits for new and additional development on private lands within the unincorporated areas of Rio Arriba County;
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of county zoning and related codes and ordinances
- Conducts field investigations and prepares evidence in support of legal actions taken by the county; appears in court as necessary; testifies at hearings and court proceedings as required;
- Research, analyze and write a variety of concise reports;
- Helps the public understand the laws, ordinances, plans and policies governing land-use in Rio Arriba County and explains the County's review process for development.

- Maintain and edit all field data collected and produce accurate GIS datasets for incorporation into the various projects and datasets countywide;
- Must research and correct errors produced by the E-911 system, telephone, and internet service providers;
- Creates enforcement reference materials using ArcView/ArcGIS/GIS/GPS mapping upon which permitting requests and decisions may be based;
- Acts as technical advisor to the Department for all land-use activities/issues/plans as they arise.

SKILLS, KNOWLEDGE, AND ABILITIES:

- High School Diploma or GED is required;
- In addition to the minimum educational requirements, it is highly desirable for applicants to have at least two (2) years of code enforcement experience;
- Experience with ArcView; ArcGIS; AutoCAD;
- Extensive knowledge of pertinent codes, ordinances and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety and other related areas;
- Knowledge in preparation of maps; records, reports, correspondence, and written directives; related to land-use planning and permitting;
- Exemplary writing skills in the English Language;
- Knowledge of the principles of business and County government organization
- Ability to serve the public with tact and professionalism
- Ability to act independently and make logical decisions based on policies of the director and department;

Selected applicants must complete and pass a pre-employment drug test and possess a valid New Mexico Driver's License.

For more details on duties, responsibilities, and qualifications please contact Molly Otero, Administrative Assistant IV, Human Resource Department at 575-588-7254 X 4365 or send an e-mail to motero@rio-arriba.org

Opening Date: AUGUST 20, 2021 Closing Date: SEPTEMBER 3, 2021

Starting Pay: As per 2021-2022 Rio Arriba County Salary Schedule

The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence thereof, sex, age, disability, or any other non-merit factors.
