



Rio Arriba County **VACANCY NOTICE**

JOB TITLE: CODE ENFORCEMENT OFFICER 1 (TA)

Department: Planning and Zoning
Division: Planning
Hourly: C-6 Per Salary Schedule
Position Status: Full-Time
FLSA Status: Non - Exempt
Closing Date: Open Until Filled

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under general supervision of the Planning and Zoning Director or designee, performs a variety of complex and specialized zoning work in the area of code enforcement. Code Enforcement Officers conduct inspections of properties throughout the County to determine compliance with code requirements and, when necessary, notifies owners of observed ordinance violations and methods by which to correct those violations. Code compliance is achieved through a combination of education, resource and assistance referral and enforcement. The Code Enforcement Officer also performs plan review functions for building permit applications and answers questions concerning zoning and land-use matters.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties responsibilities and activities may change at any time with or without notice.

Essential Job Functions:

- 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;
- Researches, analyzes and writes a variety of concise reports;

- Helps the public understand the ordinances, plans, programs and policies governing land-use in Rio Arriba County and explains and assists with the County's review process for development.
- Maintains and edits all field data collected and produces 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;
- Performs and presents studies and informational presentations. May present to the Planning and Zoning Committee, County Commission and/or County management.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.
- Performs other duties as assigned or required.

Knowledge / Skills:

- Familiarity with County Roads and Communities;
- Understanding of zoning and land use practices;
- Ability to act in an independent and conscientious manner using sound judgment;
- Ability to maintain confidentiality;
- Ability to balance office and field work;
- Ability to handle multiple tasks and meet deadlines;
- Ability to communicate effectively, both orally and in writing

Minimum Qualifications

- High School Diploma required;
- One (1) year college training in any field or technical training in criminal justice, planning, or related direct work experience in the profession;
- Strong writing and communication skills
- Must be able to read and understand maps, plats, deeds, and technical records and ordinances;
- Ability to interact with diverse groups of people;
- Basic mathematical skills;
- Successful completion of thorough background investigation,
- Modern office procedures, methods and equipment, including computers (desktop, laptop, tablet, etc.)

Working Conditions:

.Work is performed between indoor and outdoor environments. Indoor work is in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County with primary functions the northern half of the County with a full-time office assignment in the Tierra Amarilla Annex office. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org