

The City of Jamestown is currently looking for a Target Area Code Enforcement Officer to join our Department of Development team:

TARGET AREA CODE ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES:

Performance of code enforcement activities. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Works in cooperation of the with the City Building & Zoning Code Enforcement Officer and Department of Development staff as well as collaborate with other City departments as necessary and/or directed to ensure effective code enforcement activities.

EXAMPLE OF WORK:

- Code enforcement of the **Jamestown City Code**, the **Uniform Code of New York State - Code 19 NYCRR Part 1219-1228**, and the **Energy Code 19 NYCRR Part 1240**, which includes:
 - Conducting residential and commercial properly inspections with regard to code compliance.
 - Management of property inspections cases.
 - Preparation and issuance of all code enforcement related documents including notices of violation, court appearance tickets, and condemnation/demolition orders.
 - Prosecution of non-compliant cases in Jamestown City Court.
 - Property condemnation and monitoring such properties until they are made habitable.
- Coordination and execution of target area inspection sweeps.
- Daily entry and update of all code enforcement data into JURA's electronic code enforcement information tracking system with the generation of reports upon request.
- Completion of special projects as assigned by the Director of Development.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- The possession of demonstrated, competent written and oral communication skills.
- Demonstrated proficiency with Microsoft Word, Microsoft Excel and other Microsoft Office programs.
- A proven track record of effectively dealing with the public.
- Possession of a valid New York State Driver's License at the time of application and appointment.
- Must successfully attain New York State Code Enforcement certification within twelve (12) months of hiring.
- A genuine interest in improving the Jamestown community.
- Prior experience with other housing or human services agencies a plus.

ACCEPTABLE TRAINING AND EXPERIENCE:

- An Associate's Degree in Business Administration, Construction Management, Human Services or related program and at minimum three (3) years of satisfactory experience in building construction, housing inspections, or code enforcement.

OR

- A high school diploma, or equivalent, and five (5) years of satisfactory experience in building construction, housing inspections, or code enforcement.