



**TOWN OF CORTE MADERA**  
**Employment Opportunity**

## **CODE ENFORCEMENT OFFICER**

**Part-Time Position Salary - \$29.58—\$39.78 per hour**

**Non-Benefitted Position**

**Open Until Filled—First Review of Applications November 12, 2020**

### **The Position**

The Code Enforcement Officer is an important member of the Town of Corte Madera's Building and Planning Department team, working closely with the Code Enforcement & Communications Manager, Town staff, public safety, neighborhood groups, residents, businesses, and other members of the public.

This position will perform a wide variety of duties involved in the enforcement of municipal codes, ordinances and regulations, including building and zoning codes. This position performs both office and field work involving the inspection, investigation, and enforcement of applicable codes and ordinances pertaining to nuisances, zoning, construction, parking, and related quality of life and public safety issues. This position also provides high level customer service to residents, businesses, and other complainants in resolving concerns, complaints, and quality of life issues.

### **The Ideal Candidate Will :**

- Have two years of progressively responsible experience working with the public and in the interpretation of basic codes, ordinances, laws and regulations pertaining to building and zoning compliance, including California penal codes, vehicle codes, and health and safety codes.
- Have experience in building inspection or law enforcement and/or 2 years of college is highly desirable.
- Demonstrate sound investigative practices and principles and basic principles and procedures of record keeping.
- Demonstrate strong communication skills to include effective oral and written communication methods, including use of negotiation and conflict resolution techniques.
- Be proficient in using electronic devices such as computers, tablets and smartphones and software such as Microsoft Office suite of products.
- Be organized, dependable, flexible and accurate while demonstrating attention to detail.
- Work independently with minimal guidance while managing multiple tasks and projects simultaneously.
- Demonstrate knowledge of occupational hazards and standard safety procedures and be able to communicate the information to others in an effective and reasonable manner.

- Demonstrate tact and diplomacy when dealing with the public, staff and others.
- Be able to solve problems and deal with a wide variety of variables where only limited standardization exists.

## **The Town and Community**

The Town of Corte Madera, California is a community of just under 10,000 people located in the heart of Marin County, approximately nine miles north of San Francisco. It is devoted to preserving its rich history, maintaining today's quality of life, and carefully planning its future.

Corte Madera has a number of amenities including friendly neighborhoods , a charming Old Town square, shopping areas, vast open space, coastal marshland and rolling hillsides with vistas of Mount Tamalpais. It is a community that offers great variety in housing, employment, recreation, entertainment, education and public services. Corte Madera is home to friendly, involved people with an inviting community atmosphere.

## **What We Offer**

- Salary \$29.58—\$39.78 per hour DOQ
- Part-time, non-benefitted position up to 30 hours per week.

## **To Apply**

If you are interested in this outstanding opportunity to join a competent, committed and energetic team, please complete a Town of Corte Madera employment application , attach a cover letter detailing your interest in the position and a current resume. Application forms can be downloaded from the Town of Corte Madera's website: <https://townofcortemadera.org/408/Job-Opportunities>.

Please send all three items by email to Janet Thiessen, Human Resources Manager, at [jthiessen@centralmarinpolice.org](mailto:jthiessen@centralmarinpolice.org)

Applications submitted without the Town of Corte Madera application form, cover letter and resume will be considered incomplete and will be rejected.

The Town of Corte Madera is an equal opportunity employer. For more information or to review a copy of the job description visit: <https://www.townofcortemadera.org/251/Job-Descriptions>

Questions regarding this job announcement may be directed to Janet Thiessen at (209) 321-3936 or by email : [jthiessen@centralmarinpolice.org](mailto:jthiessen@centralmarinpolice.org)

## **Recruitment: Open Until Filled**

### **1st Review of Applications:**

### **November 12, 2020**

Qualified applicants are encouraged to apply ASAP; Best qualified applicants based on application, cover letter and resume will be invited to interview for the position. The Town of Corte Madera is interested in filling this position as soon as possible.