

COMPLIANCE SPECIALIST

DEFINITION

To provide journey level administrative and field work to Public Works Compliance program(s). To participate in and support investigations regarding alleged violations of land use, nuisance and building sections of the Lane Code and state law, up to and including bringing cases into compliance; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Evaluates the validity, and conducts investigations of alleged violations of County ordinances, regulations and/or State codes in regards to private property within Lane County's jurisdiction.

Meets with alleged violators of ordinances and attempts to achieve compliance.

Researches records and history of properties when a complaint has been filed and establishes documentation and sufficient background information to proceed with legal action if necessary.

Answers inquiries regarding ordinances, policies, rules or regulations under applicable sections of the Lane Code and state law.

Presents case recommendations to program staff.

Issues notices/citations of County Code infractions.

Prepares agenda packets.

Maintains accurate records of type and number of actions being processed; provides written reports at regular intervals.

Assists in coordinating the hearings process.

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EXAMPLES OF DUTIES (con't)

May act as liaison between Board of Commissioners, Public Works and constituents on land use, building and nuisance violations.

Participates in community and professional groups, task forces and committees as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of code enforcement.

Principles and practices of investigation.

Principles and practices of research and data collection.

Pertinent local, state and federal laws, ordinances and rules in connection with land use, nuisance and building sections as well as Public Works right-of-way and other road maintenance activities.

Principles and practices of statistical analysis and report writing.

Ability to:

Conduct investigations including collecting data, analyzing facts and drawing conclusions.

Deal effectively with the public in potentially stressful situations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Specialized training in land use planning, engineering, architecture and certification as a Plans Examiner or Building Inspector desired.

Experience:

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Two years of increasingly responsible experience in planning, building or community development.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Oregon Driver's license.

Established per Board Order 06-5-17-11