



## COMPLIANCE OFFICER

**CLASS SUMMARY:** To investigate, screen, evaluate and bring to compliance alleged violations applicable to land use, nuisance and building sections of the Lane Code and state law and road-related activities; to consult with legal counsel regarding evaluation of complaints; and to perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direction from the Land Management Manager, Public Works Director or designee. May exercise functional and technical supervision over clerical and technical personnel.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Conducts investigations of alleged land use, nuisance and building violations of applicable sections of the Lane Code and state law.
2. Conducts investigations of road right-of-way complaints and/or violations.
3. Acts as a liaison between Board of Commissioners and constituents on road maintenance issues, Capital Improvement Project issues, land use, building and nuisance violations.
4. Coordinates with Public Safety Officer for Waste Management in road right-of-way issues.
5. Coordinates with Public Works and Board of Commissioners on facilities permit issues.
6. Establishes documentation and sufficient background information to proceed with legal action if necessary.
7. Answers inquiries regarding ordinances, policies, rules or regulations under applicable sections of the Lane Code and state law.
8. Coordinates with the Division Program Managers and County staff, making recommendations on proposed ordinances, program evaluations and compliance methods.
9. Performs duties in the area of civil administrative penalty process and issues notices of County Code infractions.
10. Prepares agenda packets.
11. Appears in court and represents the County before the County Hearings Officer or as a witness; consults with legal counsel as necessary.

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12.	Coordinates and reviews the work of staff providing technical support.
13.	Maintains accurate records of type and number of actions being processed; provides written reports at regular intervals.
14.	Acts as liaison between Board of Commissioners, Public Works and constituents on road maintenance issues, land use, building and nuisance violations.
15.	Participates in community and professional groups, task forces and committees as necessary.
16.	Investigates and evaluates the validity of complaints and initiates corrective action as necessary to resolve complaints.

**Knowledge of** (position requirements at entry):

- 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** (position requirements at entry):

- Conduct investigations including collecting data, analyzing facts and drawing conclusions.
- Review the work of others.
- 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.

**Training and Experience** (positions in this class typically require): Equivalent to the completion of the twelfth grade. Four 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.

**Licensing Requirements** (positions in this class may require):

- Ability to be legally deputized at the time of appointment.
- Possession of a valid Oregon Driver's license.

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Non-Exempt