



ANNOUNCEMENT

EMPLOYMENT POSITION AVAILABLE

Job Title: Code Enforcement Assistant
Job Location: Youngtown, Arizona
Emp. Type: Part Time, FSLA Non-Exempt
Annual Salary: Pay Range "A" - \$ (D.O.E.)
Open Date: November 10, 2014
Of Openings: 1
Deadline to Apply: December 1, 2014
Interviews Conducted: To be determined (Applicants will be called to schedule.)

The Town of Youngtown is seeking an enthusiastic individual interested in becoming an involved partner in the Town's code enforcement team under the direction of the Public Safety Manager. This team is challenged to maintain enforcement of the Town's codes and educating the public. Considerable public interaction is required.

Submit application, resume and supplemental questionnaire directly to Jeanne Blackman, Town Manager, 12030 Clubhouse Square, Youngtown, Arizona 85363.



2014 SELECTION OF CODE ENFORCEMENT OFFICER PACKET INTERNAL-EXTERNAL RECRUITMENT

 **PACKET INCLUDES:**

- **JOB DESCRIPTION**
- **APPLICATION FOR EMPLOYMENT FORM (INCLUDE RESUME)**
- **SUPPLEMENTAL QUESTIONS**

 **NO BENEFITS INCLUDED**

 **PLEASE RETURN COMPLETED PACKET TO:**

**JEANNE BLACKMAN, TOWN MANAGER
TOWN OF YOUNGTOWN
12030 CLUBHOUSE SQUARE
YOUNGTOWN, AZ 85363
jblackman@youngtownaz.org
623.933.8286**



Town of Youngtown
12030 Clubhouse Square
Youngtown, Arizona 85363

JOB TITLE: PART-TIME CODE ENFORCEMENT ASSISTANT

Department: Public Safety
Immediate Supervisor: Public Safety Manager

Origination Date	3/29/2005
Revision Date	10/30/2014
Hourly Rate	\$15.50
FLSA Status	Non-Exempt

BRIEF DESCRIPTION: This position assists with the first level of code enforcement inspections. Person hired for this position will assist code enforcement officers in complaints of property maintenance, zoning, sign code and other various municipal code violations. **The person hired will perform court security every Thursday morning from 8:00 a.m. to 12:00 p.m. and work the first and third Sunday of every month supervising probationers completing community service work within Youngtown.** Maintain logs and records, and perform related activities.

The Code Enforcement Assistant works under the direct supervision of the Public Safety Manager.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all of the duties performed by any single incumbent.

- Court Security and other related duties every Thursday morning.
- Conduct supervision of probationers every first and third Sunday of the month.
- Assist Code Enforcement Officer with code violations with routine and special inspections of Town, lots, alleys, sanitary and abandoned vehicles, graffiti issues, shopping cart, signage, high weeds, etc.
- Maintains a detailed record of investigations
- Working weekends is required and varying hours
- Resolves procedural, operational, and other project-related problems and confers with the Public Safety Manager when developing, proposing, and implementing solutions
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Performs related duties as assigned by the Public Safety Manager
- Establish and maintain cooperative working relationships with Town officials, employees, other law enforcement agencies, boards, commissions, and the general public.
- Works closely with other inspection personnel.
- Perform other related duties as assigned.

JOB REQUIREMENTS

FORMAL EDUCATION/KNOWLEDGE:

Possess a high school diploma

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Applicable federal, state, and local codes, laws, regulations, policies, and procedures
- Basic investigation techniques
- Customer service principles
- Planning and zoning ordinances, site plans, and census tracts
- Computer software and related software applications

Skill in:

- Use of computers and related software applications

Ability to:

- Maintain records
- Provide customer service
- Resolve conflict
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public , etc., to sufficiently exchange or convey information and to receive work direction.

EDUCATION and/or EXPERIENCE

High School Diploma or G.E.D. and four years code enforcement experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Depending on area of assignment, technical training may be required.

CERTIFICATION

Must have at the time of hire and be able to maintain a valid Arizona driver license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbents may be exposed to hazardous conditions, open trenches and heights while performing inspections. Exposure to risks can be substantially controlled by safety precautions.

Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, poor ventilation, extreme temperatures, and intense noises.

NON-PHYSICAL DEMANDS: FREQUENT – Emergency situations, time pressures, change of tasks, and performance of multiple tasks simultaneously, working closely with others/team player. OCCASIONALLY – Noisy/distracting environment with interruptions; tedious/exacting work.

EXPECTED BEHAVIOR: High ethical standards; strong safety principles and safety awareness; encourage and develop teamwork; and include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Maintain confidentiality
- Be accountable-submit responses to all requests for information by due date and meet deadlines
- Support a learning environment
- Be on time for all meetings
- Be a champion of the Town's policies and procedures and the classification and compensation program
- Discussing and planning should be followed up with action
- Let common sense prevail
- Be visionary-anticipate issues
- Support organizational change
- Support the Town's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, contractors and vendors
- Understand and interpret Town policies and procedures, and make rational decisions/recommendations in accordance with established policy
- Work in a safe manner and report unsafe activities and conditions. Follow the Town-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations.
- Encourage teamwork and participation
- Provide outstanding customer service to internal and external customers.

These traits are not basic job requirements but are expected behaviors. Other duties and responsibilities will be performed as assigned.

In preparing this job description, the Town of Youngtown is reflecting the general details as needed to describe the principal functions of this job, the level of knowledge and skill required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.



**YOUNGTOWN CODE ENFORCEMENT ASSISTANT
APPLICATION SUPPLEMENTAL QUESTIONNAIRE
2014**

This supplemental questionnaire will assist in determining the level of experience and qualifications of applicants relating to the Code Enforcement position. Completion of the supplemental questionnaire is required to be considered for the position.

Please limit your responses for each question to one page, typed, double-spaced, on a separate sheet of paper.

1. What certifications/experience/education do you possess that would qualify you for the position of Code Enforcement Assistant?
2. During the course of your job performance, you may encounter a situation where a colleague, a resident or other member of Town Hall, feels you are not doing enough enforcement. How would you handle this situation?
3. What do you feel are the most important skills needed to successfully perform the duties of Code Enforcement Assistant?
4. What are your personal/occupational strengths/weakness?
5. Have you ever done security in a court setting?
6. Explain the circumstances of a difficult situation you may have encountered with a resident, employee or customer and describe how you handled it?



TOWN OF YOUNGTOWN
12030 CLUBHOUSE SQUARE
YOUNGTOWN, ARIZONA 85363
OFFICE (623) 933-8286
TDD (623-974-3665)

APPLICATION FOR EMPLOYMENT

All applicants for all positions are considered without regard to race, color, religion, sex, national origin, age, disability or veteran status, or any other legally protected status. A qualified individual with a disability may request a reasonable accommodation during the employment process. Employment eligibility is verified through the E-Verify program as required by A.R.S. § 41-440.

For application to be considered, you MUST: 1) type or print all answers; 2) supply all requested information, resumes may only serve as a supplement; 3) not falsify the application in any way; 4) provide comprehensive employment information, including volunteer work. The information you provide will determine your qualifications for employment or eligibility for evaluation.

GENERAL INFORMATION:

POSITION APPLYING FOR _____

NAME _____
(LAST) (FIRST) (INITIAL)

ADDRESS _____
STREET CITY/STATE ZIP

PHONE: HM () _____ - _____ MSG () _____ - _____

Are any of your relatives (marriage also), employed by the Town of Youngtown?

YES ___ NO ___ IF SO, WHAT DEPT? _____

I will accept (check all that apply):

REGULAR

___ Full-time

___ Part-time

TEMPORARY

___ Full-time

___ Part-time

SHIFT 8AM – 5PM ONLY ___ EVENINGS ___ NIGHTS ___

ROTATING SHIFTS ___

Have you ever been convicted of any violations of federal, state, local or military law or statute?

Yes ___ No ___ (if yes, explain)

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

Have you ever been convicted of any violations of federal, state, local or military law or statute?

Yes ___ No ___ (if yes, explain)

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

HAVE YOU EVER BEEN TERMINATED OR FORCED TO RESIGN DUE TO MISCONDUCT OR UNSATISFACTORY SERVICE? YES ___ NO ___ IF YES, PLEASE

EXPLAIN: _____

EDUCATION, TRAINING AND SKILLS

CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 OR GED				
Colleges/university or Trade Schools	City/State	Major Coursework	Sem. Hrs.	Degrees Completed

Professional Certificates, Licenses or Memberships:

Driver's License? Yes ___ No ___ Classification _____ License Number _____

List any specialized training you may have received that relates to this position (include number of hours and course content)

List any equipment that you are able to operate that relates to this position

Language Proficiency (other than English)
 Language _____ Speak _____ Read _____ Write _____

Have you ever served in the U.S. Armed Forces? ____ yes
 ____ no
 From (mo/yr) _____ To: _____

Type of Discharge _____

Specialized training or experience: _____

EXPERIENCE: Begin with your present or most recent position. List all jobs held, paid, or volunteer, over the last ten years. Your qualifications will be evaluated on the basis of the information provided on this application. You may attach a separate sheet if additional space is needed, or to include applicable experience prior to ten years ago.

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ To _____ _____ _____ _____ _____ _____ To _____ _____ _____ _____ To	_____ _____ _____ _____ _____ _____ _____ _____

May we contact your present employer? Yes ____ No ____ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____	_____	_____	_____	_____

_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____	_____	_____	_____ To _____	_____
# of employees you supervise: _____	_____	_____	_____ To _____	_____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____	_____	_____	_____ To _____	_____
# of employees you supervise: _____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____	_____	_____	_____ To _____	_____
# of employees you supervise: _____	_____	_____	_____ To _____	_____

_____				— — — — —
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May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per
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_____	_____	_____	_____ To _____	—
_____	_____	_____	_____ To _____	—
Supervisor _____	_____	_____	_____ To _____	—
Phone # _____	_____	_____	_____ To _____	—
# of employees you supervise: _____				—
				—
				—
				—
				—
				—

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

READ THIS APPLICATION AND YOUR ANSWERS BEFORE SIGNING BELOW

By signing this application, I certify that all information on this form is true to the best of my knowledge, and any omissions or mis-statements of facts may be cause for rejection of this application or discharge from Town service. I also authorize the Town of Youngtown to make all necessary and appropriate investigations allowable by law to verify the information provided. It is my responsibility to keep my department head advised about any changes of address or phone numbers.

DATE

SIGNATURE