



COMPLIANCE OFFICER JOB DESCRIPTION

Job Title: Compliance Officer
Department: Community Development Department
Reports To: Community Development Director
Salary Grade: Grade 8

I. Job Purpose:

Under the direction of the Community Development Department Director, and with general supervision from the Building Official and County Counsel, the compliance officer is responsible for a variety of field and office work in support of the County's code enforcement program. The purpose of the job is to help protect the health and safety of the County's residents and community livability by assuring compliance with the County's land use, environmental and construction codes. The compliance officer will work to achieve voluntary compliance and, when necessary, to enforce compliance with county codes including, building code violations, zoning violations, nuisance violations, general code violations and violations of related Oregon Administrative Rules (OARs) and Oregon Revised Statutes (ORS). The position receives and responds to citizen complaints and to reports from other agencies and departments regarding alleged violations. This position inspects properties for violations, works to resolve violations, issues and posts notices including notices of violations, and orders and related documentation for code violations. The position is responsible for scheduling and performing follow-up investigations to gain compliance.

II. Duties, Tasks and Responsibilities:

- Receives and responds to complaints and investigates them for possible code violations, including field observations, gathering evidence, interviewing witnesses and other research as required.
- Writes correction notices or stop work orders when required. Develops compliance schedules to ensure that compliance issues have been corrected.
- Keeps compliance files and records in order by maintaining logs, multiple databases, and complete records of all investigations, complaints, photographs, other evidence, notices, telephone contacts, follow-up visits, correspondence and citations.
- Provides reports to the Community Development Department Director. Prepares documents and communicates with all appropriate officials/departments as needed.
- Testifies in court, hearings and appeals, in consultation with County Legal Counsel and other County Officials for county code infractions.
- Communicates with the appropriate County and City departments and State of Oregon agencies including the State of Oregon Building Codes Division, State of Oregon Construction Contractors Board, Department of Environmental Quality, OSHA and other agencies. Provides assistance in the investigation/prosecution of unlicensed general contractors, limited contractors, plumbing contractors, electrical contractors and violations of emission standards, safety standards and other violations.
- Performs additional assignments as required.



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III. Skills, Knowledge and Abilities

- Ability to communicate clearly, tactfully and persuasively in high stressful and complex Situations.
- Ability to defuse situations with angry and agitated customers.
- General knowledge of Oregon Administrative Rules, Oregon Revised Statutes and Crook County and City of Prineville codes, including building and land use codes, and ability to refer to and apply codes to specific situations;
- Knowledge of basic computer software programs including Microsoft Office.
- Skill in using variety of office equipment (cell phone, computer, copy machine...)
- Ability to work under pressure and perform job duties with minimal direction
- Ability to establish and maintain harmonious working relationships with those filing complaints, those with potential and actual violations, fellow employees, supervisors, and the general public; and to tactfully answer inquiries from the public;
- Ability to organize and prioritize various and multiple tasks in an effective, accurate and timely manner.
- Ability and skill to contribute to a positive work environment.

IV. Qualifications:

- Ability to work and think independently and use discretion in making decisions.
- Ability to effectively gather, interpret and exchange important and complex information from citizens, officials or outside agencies.
- Ability to clearly communicate both verbally and in writing.
- Ability to work with variety of people including representatives from a variety of state and local agencies.
- Ability to maintain confidentiality regarding compliance activities.

V. Experience and Training:

- Graduation from an accredited planning, geography or related college level program or an equivalent combination of education, experience and training.
- One year of experience working with the public in areas relating to ordinance enforcement, planning, building, environmental soils or a closely related field.
- Must hold or be able to obtain a valid Oregon Driver's
- Any satisfactory equivalent combination of education, training and/or experience relevant to the position including 5 years of progressive experience in similar position



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- Prior to or on date of hire:
 - Able to complete a thorough employment and/or criminal history check.
 - Able to successfully pass a pre-employment drug test (not required for all positions).
 - Final candidates will be required to provide *official* proof of college degree and certified transcripts (not required for all positions).

VI. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- This position is 'at-will', and either Crook County or the employee may terminate the relationship at any time with or without cause.
- Work location is Crook County Community Development Department. Work is performed in the office and in the field through Crook County in all types of weather. The compliance officer may have to walk over rough and muddy terrain, climb using a ladder and crawl under houses to perform inspections. The Officer may need to site and/or stand for prolonged periods of time and may drive up to 100 to 200 miles per day.
- Work hours may vary depending on nature of violations.
- Fair Labor Standards Classification: **Non-Exempt**
- Crook County is an equal opportunity employer.

VII. Signatures:

I acknowledge that I have read the above job description that applies to the position to which I have been appointed and I have received a copy thereof.

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____