

COMMUNITY REVITALIZATION SPECIALIST

DEFINITION

Under supervision, performs office and field work related to the development of positive neighborhood relations and interactions through a variety of community-building tools, inspection and enforcement of applicable codes and ordinances, and may be assigned to a specific program activity.

SUPERVISION RECEIVED/EXERCISED

Receives overall supervision from a Division Manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the community revitalization series. Community Revitalization Specialists are responsible for the enforcement of regulations, ordinances and laws. May be assigned to vacant and occupied blighted homes and commercial businesses, zoning enforcement, public nuisance, or may be assigned to an assigned program. This class differs from a Senior Community Revitalization Specialist in that incumbents of the latter perform the more complex assignments and may have lead responsibilities

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Conducts field inspections/investigations regarding housing, code and environmental health programs; may be assigned to a specialty team or program.

Applies and conveys information, policies, procedures, rules, regulations and ordinances to the public.

Meets with citizens and property owners, and encourages compliance within established codes; provides relevant resource information.

Participates in the inspection of residential and commercial properties for compliance within applicable codes.

Issues citations for violations of City, State and applicable codes.

Gathers meaningful evidence, contacts responsible persons, and prepares and/or composes letters regarding noncompliance issues.

Performs follow-up inspections/investigations to determine if remedial action has been taken or if subsequent action needs to be taken.

Consults with property owners and tradespersons on methods of repair.

Appears as an expert witness during hearings, municipal judicial hearings, and court.

Compiles and prepares reports and documentation on activities; maintains records.

May attend community functions and events, and participate in community outreach programs.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Applicable Federal, State and local laws, codes, regulations and ordinances.

Local geography including the location of streets, public buildings, and other public facilities.

Safety standards and methods of building construction for commercial, industrial and residential buildings

Basic recordkeeping and research techniques.

Skill in:

The safe operation of a motor vehicle.

Operating office equipment, including computer equipment.

Ability to:

Read, understand and interpret regulations, ordinances, laws, departmental policies, rules regulations and instructions.

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

Prepare clear and concise reports, records, correspondence, and other written materials.

Detect substandard maintenance, structural and sanitary defects, inferior or improperly used materials, and fire and safety hazards.

Understand and follow written and oral instructions.

MINIMUM QUALIFICATIONS

Education:

Completion of sixty (60) college units from an accredited college or university;

AND

Experience:

Two years of experience involving the interpretation and application of codes and/or standards. Additional qualifying experience may be substituted for the required education on a year-for-year basis, with thirty units equaling one year of experience.

Necessary Special Requirements

Possession and maintenance of a valid California Driver's License is required during the entire term of employment as a Community Revitalization Specialist.

APPROVED: _____
Director of Personnel Services

DATE: _____

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