

**COMMUNITY REVITALIZATION SPECIALIST****DEFINITION**

Under supervision, performs office and field work related to enforcement of the City's public nuisance, zoning and substandard housing programs. This classification develops positive neighborhood relations and interactions through a variety of community-building tools. This classification includes enforcement of Fresno Municipal Codes and ordinances, and applicable federal, state or local laws. This classification may be assigned to a specific team, including but not limited to, Community Compliance, Rental Housing or Special Teams.

**SUPERVISION RECEIVED/EXERCISED**

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

**DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the community revitalization series. Community Revitalization Specialists are responsible for the enforcement of regulations, Fresno Municipal Code ordinances, and laws specific to public nuisance, zoning, and substandard housing. This class differs from the Senior Community Revitalization Specialist in that incumbents of the latter perform more complex assignments and have lead responsibilities.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Conducts field inspections/investigations regarding housing, commercial buildings, health and safety, public nuisance, and zoning on private and/or public properties.

Interprets, applies and conveys information to the public regarding the Fresno Municipal Code and other applicable laws and regulations.

Meets with residents and property owners to encourage compliance and to provide relevant resource information.

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

Gathers meaningful evidence, contacts responsible persons, and prepares and/or composes clear and concise notices, reports, records, correspondence, documentation, and other written materials and takes detailed photographs.

Coordinates and works with law enforcement agencies.

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

Appears as an expert witness during administrative and judicial hearings.

Researches, compiles, and prepares reports and documentation on program activities; maintains records.

Attends and participates in community outreach programs and events.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Applicable Federal, State and local laws, codes, regulations, and Fresno Municipal Code ordinances.

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

Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

Proficient recordkeeping, research methods and techniques, and organizational skills.

#### **Skill/Ability to:**

Safely operate a motor vehicle.

Operate office equipment, including but not limited to computer equipment, computer software, copiers, printers, and mobile devices.

Read, understand and interpret Fresno Municipal Code ordinances, laws, departmental policies, rules and instructions related to public nuisance, abatement, zoning and compliance.

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

Communicate clearly and concisely, both orally and in writing.

Prepare clear and concise notices, reports, records, documentation, correspondence, and other written and electronic materials. Catalog photos and document all case activities.

Understand and follow written and oral instructions.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

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

#### **Experience:**

Two (2) years of experience interpreting and applying Federal, State, or local codes and regulations closely related to public nuisance, zoning, substandard housing violations and/or building inspections/permits and/or housing/commercial compliance standards, which includes one (1) year of experience working with a public agency.

Additional qualifying experience may be substituted for the required education on a year-for-year basis, with thirty (30) semester units equaling one (1) year of experience.

**Special Requirements**

Possession and maintenance of a valid California Driver's License is required during the entire term of employment in this class.

APPROVED: *(Signature on File)*  
Director of Personnel Services

DATE: 10/28/2025

New:JTC:scm 09/10/15  
Revised: SM:ek 10/22/2025