



EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

Compliance Officer

\$22.3331 - \$28.5005/hour



Applications Close – 5:00 p.m., Friday, October 6, 2023

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

DEFINITION

Conducts inspections for the purpose of ensuring compliance with state and local laws, ordinances and standards.

ESSENTIAL FUNCTIONS

Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

- Respond to and investigate citizen inquiries and complaints concerning Code violations; act to mediate and resolve conflicts.
- Inspect properties for compliance with Municipal Code requirements.
- Prepare full and comprehensive Staff reports, enforcement letters and other correspondence when required.
- Discuss abatement procedures for hazards with persons responsible for property and/or with persons creating the hazards or nuisances.
- Oversee abatement procedures through completion.
- Meet with business owners, developers or residents to inform them of violations and discrepancies; explain and interpret codes and communicate solutions.
- Develop forms, records and reports for evaluation and documentation of Code enforcement activities. Research legal documents and summarize information.
- Keep records of activities, inspections made, nuisances, hazards and violations noted, nuisances and hazards abated, investigations and complaints.
- Represent department and city in public relations activities, educational programs and while in daily contact with public.
- Attend Court proceedings and make presentations before the Municipal Judge on Code violations.

- Organize and maintain documentation and prepare cases for filing or submission to City Attorney.
- Testify for the City in legal actions taken to gain compliance.
- Collaborate with other city departments, law enforcement, legal advisors, and relevant stakeholders to ensure consistent enforcement and resolution of code-related issues.
- Stay informed about changes in city codes, zoning regulations, and other applicable laws.
- Use software and technology tools to manage and track code violations,

inspections, and related documentation efficiently.

- Maintain accurate records of camp assessments and cleanup actions, including body worn camera video.
- Participate in cleanup of homeless encampments, boarding of dangerous or derelict buildings, and removal of obnoxious vegetation or debris.
- Work with partner agencies to coordinate and supervise homeless encampment cleanups and abatement activities.
- Issue citations.
- Draft warrants for abatement issues.

KNOWLEDGE, SKILLS & ABILITIES

- Practical working knowledge of the legal processes involved in the enforcement of laws, codes, ordinances, regulations and standards.
- Understanding of relevant local, state, and federal laws.
- Practical working knowledge of local laws, codes, ordinances, regulations and standards.
- Good oral and written communication skills.

- Demonstrated organizational skills.
- Ability to comprehend and interpret laws, statutes and regulations.
- Ability to understand sometimes complex oral and written instructions and to act upon them accordingly.
- Ability to prepare clear, concise and comprehensive reports.
- Ability to work effectively and courteously with the public, other agencies and other employees.

Work Standards:

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Accept supervision and constructive criticism.

- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action within industry standards and departmental guidelines is stressed.

EDUCATION & EXPERIENCE

Education: Graduation from high school or the equivalent GED certificate.

Experience: At least two years of experience in an employment setting requiring some research, report writing or public contact.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Possession of a valid Oregon Driver's License by the time of employment.

Post-offer physical including drug screen.

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job; work is performed both indoors in an office setting, with a noise levels that is usually quiet and outside with a noise level and weather which may vary. May require work to be performed in a confined workspace and crowded areas. May require exposure to hazardous physical substances and fumes, dust and air contaminants, noxious weeds and odors. May be required to personnel protective equipment, including but not limited to: helmets and rubber boots. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Requires the ability to climb stairs and ladders, bend, reach, kneel, stoop, crouch and sit or stand for extended periods of time. Requires the ability to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 70 pounds. May be exposed to moving vehicles and equipment.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Compliance Officer.

VETERANS' PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference; you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

BENEFIT SUMMARY

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at <https://www.cityofroseburg.org/departments/human-resources/employee-benefits>.

Insurance Benefits:

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Long-term disability insurance provided by the City.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

Additional Benefits:

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP).
- The City has a fully equipped fitness center available 24 hours a day.

How to Apply: Complete an application form available via one of the following methods.

Electronically: <https://www.cityofroseburg.org/departments/human-resources/employment>

In-Person: City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

Email: jobs@cityofroseburg.org

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Questions: Please direct questions to City of Roseburg Administration, Human Resources office at 541-492-6866. Telephone job line: 541-492-7010 (voice message listing current opportunities).

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to www.experiencerosburg.com.

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

