



## Job Description

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<b>TITLE:</b> Code Compliance Officer	<b>JOB CODE:</b> 3445
<b>DEPARTMENT:</b> Community Development	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> July 2010	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> April 4, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under general supervision of the Community Development Manager, oversees operations to ensure that San Juan County is in compliance with all applicable local, County, State, and Federal regulations; prepares reports and serves as contact person with a variety of governmental agencies. This is specialized technical work in the enforcement of junk, trash and other ordinances that requires an understanding of land use regulations and requirements.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Conducts independent field investigations to determine compliance of properties with the codes and issues notices of violation or citations for non-compliance.
- Meets with landowners, residents, businesses and the public in general, to review and to explain code requirements in a professional non-threatening manner so as to attain compliance with the ordinances.
- Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes, related rules and regulations.
- Maintains a database of violation cases, complaints and their resolution.
- Develops an understanding of land use regulations and permit issuing.
- Refers to maps and plats.
- Prepares detailed reports of activities and investigations; consults with prosecutors; prepares cases for court action; and testifies in court.
- Researches and reviews property ownership and legal information.
- Conducts follow-up reviews of permits, as issued by the County, to ensure completed work is in adherence with permits as approved.
- Reviews plans and operations to ensure that San Juan County is in compliance with all applicable local, County, State, and Federal regulations.
- Serves as contact person for interaction with a wide variety of regulatory agencies.
- Interacts frequently with landowners, residents, businesses and the public, as well as managers and staff regarding routine administrative and technical matters.
- Performs other related duties as assigned.

The duties/responsibilities listed above are intended only as illustrations of the various types of work that may be performed. 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.

### Required Knowledge and Skills:

- Knowledge of County ordinances, regulations, rules and procedures.
- Knowledge of legal, administrative and procedural regulations of County government.

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### Code Compliance Officer

- Knowledge of office practices and procedures.
- Ability to maintain case records and to prepare and to submit reports.
- Ability to interface with the public and to explain County ordinances and regulations concisely, tactfully and impartially.
- Ability to identify deviations from code requirements and from established policies and procedures.
- Ability to maintain professional composure under stress.
- Ability to develop effective working relationships and resolve conflicts with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds.
- Ability to work effectively and positively in a team environment and to maintain open communication with staff.
- Ability to safely operate a motor vehicle on County and residential streets.
- Skill in reading and interpreting laws and regulations and recommending courses of action.
- Skill in researching, developing and maintaining records and in preparing regulatory reports.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in the use of a personal computer and standard business software.
- Ability to clearly and confidently conduct public presentations.

### Education and Experience

- Bachelor's Degree preferred or equivalent experience in code compliance or a related field.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Effort is exerted occasionally for short periods of time. Strain periodic but not prolonged. Moderate lifting (50 lbs.), pushing, pulling, bending. Higher than normal visual and hearing acuity for precision work. Normally performs in abnormal sitting, standing or walking positions and in adverse weather conditions. Moderate dexterity required.
- Minimal hazardous working conditions.
- Minor threat to health and/or safety. Generally adequate working conditions with minimum environmental conditions to assure comfort. Traveling in an automobile is a regular part of the job.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, film and digital cameras, and video camera.

### Approvals:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_