



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Code Enforcement Officer  
**FLSA STATUS:** Non-Exempt, Grade 19  
**UNION:** LCPEA  
**UPDATED:** December 2013

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**PURPOSE OF POSITION:** Conduct investigations and gather pertinent information to determine compliance with the Lincoln City Municipal Code and take enforcement actions. Educate and inform the general public regarding the Municipal Code.

**ESSENTIAL JOB FUNCTIONS:**

Engage with the public in a professional manner at all times whether interactions are in-person, by phone or in writing. Represent the City in a positive manner.

Conduct periodic patrols and respond to Municipal Code violations as assigned. This includes researching, interpreting and applying Municipal Code to specific conduct and situations and conducting investigations and inspections. Work with members of the public to bring violations into compliance, with the primary strategy being voluntary compliance. Produce reports, maps and/or photo documentation to support resolution.

Determine property ownership, issue notices of violation and citations as appropriate. Coordinate with property owner, governmental agencies and others to correct violations.

Conduct administrative duties related to code enforcement. This includes preparing correspondence, exhibits, reports and other documents in a timely manner; maintaining the code enforcement database and maintaining files to be used in administrative hearings or court proceedings.

Independently prepare and present violation cases in court. This includes gathering documentary, photographic, and other testimonial evidence, organizing the material for presentation to court, preparing and presenting evidence and argument in court and responding to court inquiries.

Use Microsoft Word and Excel as well as other City systems and programs to perform job duties. This includes using the City's email system to engage in appropriate and professional communications internally and externally.

Maintain cooperative and effective work relationship with City staff, other organizations and the general public.

Follow all safety rules and procedures for work area. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATIONS REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** High School Diploma or equivalent plus relevant training and at least two years of experience in a legal, court, investigatory, compliance or conflict-oriented customer service position or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Must possess excellent analytical and reasoning skills and be able to make sound decisions independently. A strong aptitude for reading, understanding and interpreting the Municipal Code and legal due process and procedure is required. Good independent discretion and judgment in dealing with violations, violators, and the general public is required, giving due regard to personal safety and the safety of others. Strong relationship building, negotiation, computer, organizational and time management, initiative and verbal and written communication skills are needed.

**SPECIAL REQUIREMENTS/LICENSES:** Must possess a valid Oregon Drivers License at the time of appointment (or within 30 days) and have an acceptable driving record. Must be able to pass security requirements from Criminal Justice Information System (CJIS) to obtain and review required information from various law enforcement databases.

**DESIRABLE REQUIREMENTS:** Previous experience in code enforcement, legal investigations or law enforcement. Knowledge of Lincoln City Municipal Code.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, push and pull, communicate, reach and manipulate objects. The position requires mobility and ability to hear a two-way radio. Duties involve moving materials weighing up to 10 pounds on a regular basis, such as files, and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as a motorized vehicle, computer keyboard, calculator, two-way radio and standard office equipment.

**WORKING CONDITIONS:** Requires working in both an office environment (30%) and outdoors (70%). Full scope of work activities requires working outdoors in all types of weather conditions. May be exposed to physical hazards from obstacles, unstable structures, infectious waste, debris, noxious fumes, toxic chemicals, automobile traffic, drugs and drug paraphernalia, persons involved in criminal activity while conducting inspections and angry citizens.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students, and newly assigned personnel.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief of Police.