



## City Attorney's Office

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132  
503-537-1206      [www.newbergoregon.gov](http://www.newbergoregon.gov)

### **CITY OF NEWBERG INVITES APPLICATIONS FOR CODE COMPLIANCE OFFICER**

**Starting salary \$3,344/mo. with potential steps to \$4,281/mo.  
with benefits package**

#### **THE POSITION**

The Code Compliance Officer provides review, processing, and resolution to complex code compliance issues of ordinances, rules, regulations and statutes administered by the City of Newberg; to issue citations and forfeitures; to develop and present cases to the Municipal Court or to assist Legal Counsel to present code compliance cases at court. The Code Compliance Officer also participates in the review and development of ordinances, and to complete other work as assigned.

The position is a regular full time position.

#### **MINIMUM QUALIFICATIONS**

The candidate must have the following certifications:

Preference will be given the candidate(s) with certification from the American Association of Code Enforcement. Ability to obtain certification in an agreed upon time frame may be considered. Membership in the Oregon Code Enforcement Association is also desirable.

Graduation from a high school or GED equivalent, supplemented by two years of post-secondary college or technical instruction in building technology, land use planning, law enforcement, criminology, and/or law coursework

Minimum of one year experience in code compliance or comparable enforcement experience; two years of experience in coordinating with the public; and the ability to manage potentially stressful and/or confrontational interactions in a professional manner. Must have ability to conduct investigations and enforce regulations. Some post high school education in criminology or public safety related fields, and knowledge of court proceedings desirable.

Any equivalent combination of education and experience.

A valid state driver's license, or ability to obtain one by start of employment, is required.

#### **SELECTION PROCESS**

Formal application, rating on education, training and experience; oral interview and employment reference check; job related tests may be required. A successful criminal background check will be required, and a national fingerprint-based record check may be required as a condition of employment.

*Working Together For A Better Community-Serious About Service"*

The job description is designed to give general information and is not all-encompassing.

The duties 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 logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **APPLICATION PROCESS**

A City application form is required. A résumé may be attached. Applications are available from:

City of Newberg  
Human Resources Department  
Online Application at [www.newbergoregon.gov](http://www.newbergoregon.gov)  
mail: PO Box 970  
location: 414 E. First Street  
Newberg, OR 97132  
503-537-1261

Closing Date: **Monday, August 26, 2013, 4:30 P.M.**

Applications must be received by the City no later than 4:30 P.M. on this date. The deadline may be extended if a candidate is not selected.

Persons selected for interviews will be notified.

***The City of Newberg is an Equal Opportunity /Affirmative Action Employer  
and a Drug & Violence Free Workplace***

*This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.*