

## CODE ENFORCEMENT/ASSET RECOVERY COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, provides administrative and technical support to the Code Enforcement Division related to citation collection, lien placement and collection, and lien release; coordinates activities with the Finance and other appropriate departments; provides support to other areas of the Community Development Department, as needed.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Pursue unpaid administrative citation fines and abatement costs; research property ownership; prepare documents necessary to lien property until the City is reimbursed for costs to bring the property into compliance.
2. Prepare liens for recording; ensure liens are recorded with the County; enroll unpaid liens of the property tax rolls; coordinate activities with the Finance department.
3. Receive demand for payoff of recorded liens from title companies, banks, mortgage companies, and asset management companies; prepare and forward release of lien documents.
4. Maintain and update case records.
5. Oversee the collection of outstanding citation invoices; coordinate mailings advising of potential action.
6. Seek, obtain, and monitor program funding sources; recover costs incurred by the City when an abatement is executed.
7. Provide technical assistance to staff within the department, other City departments, other agencies and the general public.
8. Perform administrative and training functions for Laserfiche and CRW.
9. Prepare a variety of oral and written reports; work cooperatively with all public officials charged with the enforcement of laws.
10. May make presentations to City Council, commissions, committees and community groups.
11. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Methods and techniques of code enforcement.
- Applications of City municipal codes and regulations.
- Principles and practices of program development and administration.
- Principles and procedures of record keeping.
- Principles and practices of research and report preparation.
- Principles and procedures of administrative and legal proceedings.
- Principles and practices of good customer service.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes, and regulations.

**Ability to:**

- Coordinate activities of assigned section within the Community Development Department.
- Learn the ordinances, policies, procedures, forms, practices, and significant aspects of businesses associated with assigned activities.
- Collect, analyze, compile and evaluate data and prepare concise and complete reports.
- Respond to requests and inquiries from the general public.
- Negotiate and resolve conflicts.
- Research, interpret, and apply federal, state, and local laws and ordinances.
- Develop lesson plans, teaching materials, and goals for community education.
- Maintain accurate and detailed logs and records of work performed.
- Prepare clear and concise reports.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Type at a speed of at least 50 net words per minute.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade with additional specialized training in accounting, auditing, record keeping, collections, or a related field.

**Experience:**

Three years of increasingly responsible public contact experience, preferably in accounting or collections.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch,

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reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: June 1997  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.