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| Job Title: | Community Policing/Code Enforcement Specialist | | |
| Department/Group: | Code Enforcement | Supervisor: | Community Service Director |
| Location: | Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708 | | |
| Level/Salary Range: | \$9.50 - \$12.50 hr. | Position Type: | Part-Time |
| HR Contact: | | Date Posted: | |
| External Posting URL: | www.madeirabeachfl.gov | Posting Expires: | |
| Applications Accepted By: | | | |
| FAX OR E-MAIL: (727) 399-1131 HUMANRESOURCES@MADEIRABEACHEL.GOV | | MAIL: | |
| Subject Line: Application for Employment | | City of Madeira Beach | |
| Attention: Human Resources – Recruiting | | 300 Municipal Drive | |
| | | Madeira Beach, FL 33708 | |
| Job Description | | | |
| Under the direct supervision of the Director of Community Development, working with the Community Policing Deputy documenting investigations and violations of City codes and ordinances. Educates the public on City ordinances and assists in providing zoning information. | | | |
| ROLE AND RESPONSIBILITIES | | | |
| <ul style="list-style-type: none"> • Receives citizen complaints via various formats such as in person, by mail, telephone, etc.; appropriately logs the complaints; assigns case numbers and establishes case files. • Attend special magistrate hearings • Update files with worksheets, notes, pictures, and follow up reports sent by code enforcement officers. • Researches a variety of internal and external records and city codes to obtain information relating to cases. • Provides information regarding various code violations and related issues to the public, property or business owners, tenants, and/or complainants at the counter, in the field, electronically, or by telephone. • Inputs data and creates forms or appropriate letters and notices to property owners, tenants or business owners. Generate necessary correspondence. • Work with the Community Policing Deputy to document, prepare, and investigate criminal violations relating to the Chronic Nuisance ordinance. • Performs routine clerical duties such as typing, filing, record keeping, data entry, and receptionist duties coordinating with clerical staff. • Performs related duties as required. • Provides vacation and temporary relief as needed. | | | |
| QUALIFICATIONS AND EDUCATION REQUIREMENTS | | | |
| <ul style="list-style-type: none"> • Modern office procedures, methods and equipment including computers. • Computer software applications such as word processing, spreadsheets, and statistical databases. • Principles and procedures of record keeping and filing techniques. • Principles of business letter writing and basic report preparation. • Methods and techniques of public relations. • Basic map reading. • Mathematical principles for purposes of reading plans and maps. • Effective communication skills and techniques required for gathering, evaluating and transmitting information | | | |

- Mathematical principles for purposes of reading plans and maps.
- Effective communication skills and techniques required for gathering, evaluating and transmitting information.
- Principles and practices of customer service.
- English usage, spelling, grammar and punctuation.

PREFERRED SKILLS

- Conduct research in applicable local and state laws, codes, ordinances, and policies.
- Represent the City in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns.
- Accurately prepare and maintain a variety of correspondence, records and reports.
- Learn methods and techniques of research and investigation.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Operate and use modern office equipment including a computer and various software packages.
- Communicate clearly and concisely, both orally and in writing.
- Keep records and make reports.
- Establish and maintain effective and courteous relationships with the public and co-workers.
Demonstrate an awareness and appreciation of the cultural diversity of the community.

ADDITIONAL NOTES

ESSENTIAL PHYSICAL SKILLS

Ability to communicate, both orally and in writing. Ability to utilize all tools, equipment, etc. necessary in carrying out the functions of this position. Job tasks require occasional lifting and carrying of heavy weights (45 pounds and over), climbing, good vision, good hearing, ability to distinguish odors, ability to walk, drive vehicles, working in confined spaces, crawl, stoop, push, pull and work on unsteady surfaces among others. Ability to utilize a computer and the related software programs in use by the Section and/or as may be required by the City.

ENVIRONMENTAL CONDITIONS

A considerable amount of time is spent working in an office environment. Work is also performed outside and at construction sites in varying conditions and temperatures.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Recruitment is open until position is filled.

**Submit complete application for employment to:
Karen Paulson, Financial Coordinator
City of Madeira Beach
300 Municipal Drive, Madeira Beach, FL 33708**