

**City of Imperial Beach**  
**POSITION DESCRIPTION**

**Class Title:** Building/Code Compliance Specialist  
**Department:** Community Development  
**Division:** Building

**GENERAL PURPOSE**

Under general supervision of the Building Official, the Building / Code Compliance Specialist performs a variety of routine to complex administrative and clerical duties supporting the Code Compliance and Building Divisions, and related work as assigned.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Building Official. The position may receive functional or technical supervision from higher level department staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to, multi-tasking between projects, responding to requests for information, data entry/processing via City enterprise computer system, word processing, recordkeeping, filing, answering phones, receiving the public, providing customer assistance, routine and complex tasks associated with the receipt, review, and tracking of Code Compliance complaints and building permit applications, maintaining related databases, providing routine information regarding Code Compliance and Building Code requirements to the public and staff, maintaining a petty cash account, maintaining good public relations, interacting with customers and staff with tact and good judgment.

Receive, route and monitor code enforcement complaints and associated information through the investigative process of the Code Compliance Division. Assemble, route and monitor plans and associated information through various City departments and agencies during the plan review process. Assist the Code Compliance Officer(s) in the processing and monitoring of Abandoned Vehicle Abatement compliance cases. Enter appropriate information into logs and records of cases processed, permits issued, etc. Maintain and compile record files, forms and reports concerning code compliance, building inspection and plan review activities. Perform general clerical tasks and use the computer to enter data using spread sheets and maintain information in appropriate files.

Sort and file documents and records, maintaining alphabetical, index and cross reference files; maintain complex office records related to code compliance and building inspection activities. Research and assemble information from a variety of sources for the completion of forms and the preparation of reports; compile information in response to Public Records Requests. Make arithmetic or statistical calculations.

Organize and maintain various departmental files. Type correspondence, reports, forms and specialized documents from drafts, notes or brief instructions, using a word processor or other appropriate office equipment. Proofread and check typed and other

**City of Imperial Beach**  
**Building/Code Compliance Specialist**  
**Page 2**

materials for accuracy, completeness, and compliance with departmental policies and regulations.

Act as receptionist, receive and screen visitors and telephone calls, and direct the caller to the appropriate person or personally handle the call. Perform a variety of other clerical tasks for division staff, including but not limited to, data entry, copying, recordkeeping, filing, and processing standard business forms. Perform other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Standard secretarial and general office practices, methods and techniques including office equipment operation.
- Proper English usage, grammar, punctuation and spelling.
- Standard recordkeeping systems and procedures.
- Preparation of complicated documents requiring specialized typing.
- Software applications, e.g. word processing, email/calendar, spreadsheet or database on computer systems as required by the assigned tasks.

Ability to

- Type at a net rate of 40 words per minute from clear legible copy.
- Learn, apply and explain general City policies, procedures and practices.
- Learn, apply and explain routine Building Codes, Zoning, and Community Development Department policies, procedures, and practices.
- Demonstrate excellent customer service.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- As necessary, maintain confidentiality of sensitive materials.
- Transcribe materials from tape or notes as determined by assignment.
- Maintain routine financial reports and records.
- Prepare and maintain a variety of code compliance, building inspection, and plan review reports and records, and answer questions from records.
- Evaluate problems and make routine decisions within established guidelines.
- Organize work, set priorities, and meet critical deadlines.
- Follow up assignments with minimum direction.
- Verify and check files and data.
- Perform simple mathematical calculations.
- Interact with the general public in a customer service oriented fashion and solve problems in a non-confrontational manner.

### **TRAINING AND EXPERIENCE**

Any combination of education and/or experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Equivalent to completion of the twelfth grade, supplemented by specialized secretarial and/or business training with a minimum of one year of experience in an administrative and/or clerical support role in a public or private agency.

#### Licensing Requirements

Possession of a valid California "C" driver's license with a satisfactory driving record.

### **TOOLS AND EQUIPMENT USED**

Personal computer, laser printer; copy machine, postage machine, phone system, voice mail, fax machine, and calculator.

### **WORK ENVIRONMENT**

#### Physical Conditions:

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hear in the normal audio range with or without correction.

#### Environmental Conditions:

Essential functions may require maintaining physical condition necessary for sitting, bending, stooping, walking and standing; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings and read a computer screen. The noise level in the work environment is usually quite to moderately noisy office setting.