

WEST HOLLYWOOD The Creative City



Code Compliance Officer (Evening Shift)

Salary range is \$6,090.93 to \$7,782.67 monthly—plus excellent benefits!

Shift hours:

Monday (3:00 p.m. to 12:00 a.m.) Thursday (4:00 p.m. to 1:00 a.m.)

Friday-Sunday (6:00 p.m. to 3:00 a.m.)

As a representative of the City, you will be the eyes and ears of the City as you work with business owners and residents to protect the quality of life for residents while balancing the needs of the businesses. Interacting with a variety of world renowned businesses, including event venues, restaurants and hotels, this position independently performs complex technical functions related to code compliance and regulatory business license enforcement including; receiving code violation complaints and conducting investigations, notifying property/business owners of violations and explaining required corrections. Current public sector experience, ability to provide outstanding customer service and a proven track record of identifying, investigation and resolving code compliance complaints and violations is preferred.

Some key responsibilities may include: monitoring special events, interacting with a variety of high level individuals, preparing and maintaining case documentation for prosecution of violators, and conducting nighttime compliance investigations with staff and law enforcement personnel.

Requirements: High school diploma or GED, and one to two year of progressively responsible experience. Penal Code 832 (must obtain within 6 months of hire). Valid California Driver's License. Code Enforcement Office Certification (desirable).

All applications will be reviewed and only those candidates determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process.

Applications are due **June 1, 2016 by 5:00 pm.**

Applicants must submit a City job application. To apply and view detailed job information please visit www.weho.org/services/employmentAA/EOE

If you have questions or need special accommodations with the recruitment process, please contact Celeste Barrino at (323) 848-6459 or cbarrino@weho.org

