

THE CITY OF WEST HOLLYWOOD IS SEEKING A

# CODE ENFORCEMENT OFFICER (EVENING SHIFT)

IN THE CODE COMPLIANCE DIVISION

Apply your code enforcement knowledge and skills to the City of West Hollywood's Code Compliance Team. As a representative of the City, you will work with business owners and residents to protect the quality of life for residents while balancing the needs of businesses and residents. 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. 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.

The Code Enforcement function is a seven-day-a-week operation that provides service to the community from 7 a.m. to 3 a.m. This position will require a set schedule (Wednesday through Sunday) until 3 a.m., on holidays and during major events (e.g. Pride or Halloween), or to cover a shift during the week (Monday through Wednesday) when needed. Please note: a 10% increase in hourly pay is assigned to all hours worked between 6:00 p.m. and 6:00 a.m., and holiday pay is paid one-and-one-half (1 ½) times the regular hourly rate of pay.

## Ideal Candidate:

- **Current public sector experience** with background/knowledge in **code enforcement functions. Strong interpersonal and customer service skills.**
- **Ability to effectively deal with conflict and difficult interactions.**
- This position requires **demonstrated experience in identifying, investigating, and resolving code compliance complaints and violations.**
- Possesses a **California POST Penal Code 832** and **Code Enforcement Officer Certification** (desirable).

## Requirements:

High school diploma or GED, and one to two years of progressively responsible related experience, or any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Penal Code 832 (must obtain within six months of hire). Valid California Driver's License. Code Enforcement Officer and ICC Certifications are desirable.

**\$7,043 - \$8,999 MONTHLY**

**APPLICATION DEADLINE:**

**DECEMBER 30, 2021, 5:00PM PACIFIC TIME**

For job details and requirements, and to apply online,  
please visit [www.weho.org/jobs](http://www.weho.org/jobs)

AA/EOE



City of West Hollywood  
California 1984