

THE CITY OF WEST HOLLYWOOD IS SEEKING A

CODE ENFORCEMENT SUPERVISOR

with the Neighborhood & Business Safety Division

Apply your supervisory code enforcement knowledge and skills to the City of West Hollywood's Community Safety Department. As a Code Enforcement Supervisor 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 supervises staff and performs a variety of complex professional and technical functions related to code enforcement operations and services, including: responding to complaints regarding zoning, business licensing, sign, land use, construction, special event permitting operations, and various other ordinance violations; managing case files; providing technical assistance; overseeing code enforcement projects/programs; coordinating operations with other departments and agencies; ensuring proper safety procedures and training; developing various studies and reports and making presentations related to same.

The City's Code Enforcement function is a seven-day-a-week operation that provides service to the community from 7 a.m. to 4 a.m. This position may require a work schedule that includes nights, weekends and on holidays and during major events (e.g. WeHo Pride or Halloween). The Code Enforcement Supervisor will work a schedule that will include weekends and possible nighttime shifts or a schedule based on the operational needs of the Neighborhood and Business Safety Division. This position is not eligible for telework.

Ideal Candidate:

- Current public sector experience with background/knowledge in code enforcement functions.
- Strong supervisory, 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 Bachelor's College Degree.
- Possesses required and desired certifications (see below certification requirements).
- Ability to speak Spanish or Russian.

Education and Experience:

- Bachelor's degree from an accredited four-year college or university in a related field; and,
- Three (3) to four (4) years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Certifications:

- Possesses a California POST Penal Code 832 (Arrest and Control) Certification.
- California Association of Code Enforcement Officers (CACEO) Certification (must obtain within 6 months of hire).
- International Code Council Residential Building, Plumbing, Mechanical, and Electrical Inspector Certifications (desirable)
- Possesses an International Code Council (ICC) Property Maintenance and Housing Inspector Certification (desirable).
- Possesses an International Code Council (ICC) Zoning Inspector Certification (desirable).

\$114,025.39 - \$145,693.39 ANNUALLY

APPLICATION DEADLINE:

MAY 8, 2024 AT 5:00 PM PACIFIC

For Job details and requirements, and to apply online, please visit:

weho.org/jobs

EEO/AA



City of West Hollywood
California 1984