



# Rio Arriba County

## JOB DESCRIPTION VACANCY CODE ENFORCEMENT OFFICER I

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<b>DEPARTMENT:</b>	<b>PLANNING &amp; ZONING</b>
<b>PRIMARY LOCATION:</b>	<b>ESPANOLA / TIERRA AMARILLA</b>
<b>SALARY RANGE:</b>	<b>C-06 PER SCHEDULE / \$ 19.06 TO \$ 24.25</b>
<b>POSITION STATUS:</b>	<b>FULL TIME</b>
<b>FLSA CLASSIFICATION:</b>	<b>NON-EXEMPT</b>
<b>CLOSING DATE:</b>	<b>OPENED UNTIL FILLED</b>
<b>POSTING DATE:</b>	<b>19 SEPT 2023</b>

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The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. They provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This description is not an all-inclusive list of responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

### **Primary Summary:**

Under general supervision of the Planning and Zoning Director or designee, performs a variety of complex and specialized zoning work in the area of code enforcement. Code Enforcement Officers conduct inspections of properties throughout the County to determine compliance with code requirements and, when necessary, notifies owners of observed ordinance violations and methods by which to correct those violations. Code compliance is achieved through a combination of education, resource and assistance referral and enforcement. The Code Enforcement Officer also performs plan review functions for building permit applications and answers questions concerning zoning and land-use matters.

### **Essential Duties and Responsibilities:**

- Performs field and office work in support of Rio Arriba County's local code enforcement guidelines as outlined in its Design and Development Regulation System Ordinance
- Issues permits for new and additional development on private lands within the unincorporated areas of Rio Arriba County
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of county zoning and related codes and ordinances
- Conducts field investigations, prepares evidence in support of legal actions taken by the county, appears in court as necessary, testifies at hearings/court proceedings
- Researches, analyzes and writes a variety of concise reports
- Helps the public understand the ordinances, plans, programs and policies governing land-use in Rio Arriba County and explains and assists with the County's review process for development
- Maintains and edits all field data collected and produces accurate GIS datasets for incorporation into the various projects and datasets countywide



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- Must research and correct errors produced by the E-911 system, telephone, and internet service providers
- Creates enforcement reference materials using ArcView/ArcGIS/GIS/GPS mapping upon which permitting requests and decisions may be based;
- Technical advisor to the Department for all land-use activities/issues/plans as they arise
- Performs and presents studies and informational presentations. May present to the Planning and Zoning Committee, County Commission and/or County management
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required

### **Minimum Qualifications:**

- High School Diploma required
- One (1) year college training in any field or technical training in criminal justice, planning, or related direct work experience in the profession
- Strong writing and communication skills
- Ability to read/understand maps, plats, deeds, and technical records and ordinances
- Ability to interact with diverse groups of people
- Basic mathematical skills
- Successful completion of thorough background investigation
- Modern office procedures, methods and equipment, including computers (desktop, laptop, tablet, etc.)

### **Recommended Qualifications:**

- Performs field and office work supporting Rio Arriba County's local code enforcement guidelines as outlined in its Design and Development Regulation System Ordinance
- Issues permits for new and additional development on private lands within the unincorporated areas of Rio Arriba County
- Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of county zoning and related codes and ordinances
- Conducts field investigations and prepares evidence in support of legal actions taken by the county; appears in court as necessary; testifies at hearings and court proceedings as required
- Researches, analyzes and writes a variety of concise reports
- Helps the public understand the ordinances, plans, programs and policies governing land-use in Rio Arriba County and explains and assists with the County's review process for development
- Maintains and edits all field data collected and produces accurate GIS datasets for incorporation into the various projects and datasets countywide
- Must research and correct errors produced by the E-911 system, telephone, and internet service providers



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- Creates enforcement reference materials using ArcView/ArcGIS/GIS/GPS mapping upon which permitting requests and decisions may be based
- Acts as the department's technical advisor to the Department for all land-use activities, issues and plans as they arise
- Performs and presents studies and informational presentations. May present to the Planning and Zoning Committee, County Commission and/or County management
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required

### **Preferred Qualifications:**

- Demonstrate initiative and ability to work independently
- Successful completion of a thorough background investigation
- Familiarity with County Roads and Communities
- Understanding of zoning and land use practices

### **Knowledge, Skills, and Abilities:**

- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to balance office and field work
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds. If an item is over 40 pounds, lifting shall be done by two or more County staff members.

### **Work Environment/Conditions:**

- Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods
- Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage
- Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings
- Must be available for planned and emergency maintenance and to provide customer support 7x24x365 for enterprise computing and software environments and in the event of County emergencies outdoors
- Every county position requires the following professional skills and abilities as key and necessary elements of performance



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- Employees are required to demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers courteously and respectfully
- Project positive support of their department & all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

### **Employment Requirements:**

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**