



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Senior Neighborhood Improvement Services (NIS) Officer

\$4,666 - \$5,671 monthly

The Opportunity & Ideal Candidate:

The City of San Gabriel is currently recruiting for an experienced Senior NIS Officer to join its team. The ideal candidate is a creative thinker that will have experience enforcing and interpreting provisions of federal, state, and local codes including but not limited to property maintenance, weed abatement, public nuisances, and inoperative or abandoned vehicles, as well as knowledge of the Building Code, International Property Maintenance Code, Health and Safety Code, NPDES or water quality, and land use (zoning).

Position Summary:

Under general supervision of the Building Official, the Senior NIS Officer supervises NIS staff; conducts highly complex code enforcement cases including site visits, communications with complainants, attorneys, and property owners involved in code violation cases, and the gathering of evidence and documents for court proceedings; performs residential, commercial, and industrial and transient business inspections; determines alternative methods to achieve code compliance involving the application of related laws, ordinances, and regulations; files criminal complaints; appears in court and other hearings to present testimony; oversees the issuance of administrative citations to ensure uniform application and consistency with the Administrative Citation Ordinance and adopted Administrative Citation Policies and Procedures Manual; responds to questions and concerns from the public, City staff, and other agencies regarding code violations; assists in various Building Division functions; and performs other related duties as assigned.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's degree in a closely related field and four years of increasingly responsible experience in code enforcement or a related field such as planning, building inspections, or law enforcement. The ability to obtain a Basic Code Enforcement Certification and Basic Penal Code 832 module within one year of appointment are required. Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are also required.

Benefits:

The City of San Gabriel offers a generous benefits package, which includes:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members (which goes up to a maximum of 2.418% @ 63) and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- Cafeteria plan which includes a choice of multiple PPO and HMO medical plans (the City contracts with CalPERS for health insurance), two dental plans, and vision plan.
- **Other Benefits:**

- Continued on back -

- \$100 per month for Bilingual Pay for second language proficiency in Cantonese, Mandarin, Vietnamese, or Spanish.
 - Choice of enrollment in multiple Deferred Compensation (457) Programs
 - Optional enrollment in Supplemental Insurance Programs
 - City-paid long term disability and life insurance (1x annual salary)
 - City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members
 - Payment of retiree (and family) health insurance per established vesting schedule
- **Leaves:**
 - 12 days of sick leave per calendar year
 - 10 days of vacation per year
 - 11 holidays per year, plus 1 floating holiday
- **Cash Outs:**
 - Sick Leave Buy Back Program allows cash out of 50% of unused sick leave accrued in the 12 month period between November and October.
 - Holiday Buy Back Program allows a maximum of 8 hours of unused vacation to be paid back to the employee during the second pay period of the calendar year.

Application Procedure:

Candidates must complete a City of San Gabriel application; a résumé and cover letter are strongly recommended. All application materials must be submitted online by 5:00 p.m. on Friday, September 1, 2017. To apply, please visit jobs.sangabrielcity.com. Faxed, emailed, or hard copies of applications and/or résumés are not accepted.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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