



MUNICIPAL REGULATION SPECIALIST

BARGAINING UNIT: NON-BARGAINING

TITLE: Municipal Regulation Specialist

HOURLY WAGE: \$16.50 per hour

DEPARTMENT: Community Preservation

SUPERVISOR: Director of Community Preservation

SUMMARY OF DUTIES: Under direct supervision of the Director of Community Preservation. This position is responsible for the day-to-day tasks of city regulation and ordinance enforcement. This position is responsible for ensuring that city regulations and ordinance, set forth by local, state and federal law are enforced with regard to public health, safety and sanitation requirements. Normal hours of work are 8:00am to 5:00pm Monday through Friday with occasional schedule adjustments for emergency inspections or other code enforcement and vector control matters.

QUALIFICATIONS:

- High School diploma or valid GED issued by an accredited institution.
- Minimum of (two) 2-years of experience in municipal code enforcement
- Ability to effectively communicate, written and verbally
- Minimum of (one) 1-year experience in inspections, investigations and land use administration
- Thorough knowledge of clerical administrative duties and knowledge of office equipment to include computer applications (MS Office).
- Ability to perform work functions with little or limited supervision
- Bilingual preferred but not required
- Must possess a valid NM driver's license and ability to be insured by the City's insurance
- Ability to successfully complete a background check, pre-employment drug test and random drug testing
- Must obtain a NMLZO – Certified Zoning Official certification within 2 years of employment
- Must obtain ICC Certification within 2 years of employment
- Must obtain Animal Control certifications levels 1 – 3 within 2 years of employment

DUTIES and RESPONSIBILITIES

- Follow all personnel policies and procedures as set forth by the City of Belen
- Perform general routine administrative duties to include answering phones, filing, computer skills
- Develop and utilize statistical and informational reports
- Work directly with public, conduct interviews and maintain records regarding housing educational facilities, zoning and other conditions which affect planning studies
- Enforce local, state and federal codes for nuisance violations
- Issue correction notices and citations and follow up
- Patrol and Inspect private and public properties within the city
- Patrol the City for animals running at large
- Place and retrieve animal traps as needed or requested by public
- Answer public calls for service regarding Animal Control issues
- Issue permits and licenses for Animals and Livestock per City ordinance
- Respond to and Investigate Animal cruelty complaints
- Maintain positive working relationships with surrounding Animal Control agencies and Shelter personnel
- Maintain positive working relationships with Veterinary Facilities and staff
- Assist public with adoptions, surrenders, and missing animals
- Respond to and investigate complaints of possible code violations relating to building occupancy hazards, construction, land use, zoning, animals noise, illegal dumping, polluting, crows control and other code related matters
- Conduct field investigations, gather evidence, questions or interrogation of witnesses and suspects and compares fact to code requirements
- Ability to read and understand complicated plans and other technical records
- Assist in obtaining, enhancing, preparing or presenting exhibits or other data
- Must be able to effectively handle conflict with tact and good judgement
- Ability to maintain confidentiality
- Ability to effectively, and efficiently represent the City in the Court of Law
- Work with the Director of Risk and Safety to identify, document and address issues pertaining to the health and safety of staff and the public
- Other duties as assigned

Applications and job descriptions are available at Belen City Hall, 100 South Main and on the city's website <http://www.belen-nm.gov> For more information, please call the Office of Human Resources at 505-966-2742.

APPLICATIONS WILL BE ACCEPTED UNTIL WEDNESDAY FEBRUARY 24,2021

The City of Belen is an Equal Employment Opportunity and a Drug Free Workplace Employer.

