



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

Neighborhood Improvement Services (NIS) Officer **\$24.34 - \$29.59 hourly (Part-Time)**

The Opportunity & Ideal Candidate:

The City of San Gabriel is recruiting to fill one position for a part-time Neighborhood Improvement (NIS) Services Officer. The ideal candidate should possess knowledge of and experience enforcing Federal, State, and local codes, including but not limited to property maintenance; housing inspections; weed abatement; public nuisances; inoperative or abandoned vehicles; signage; and other aspects of the Building Code, International Property Maintenance Code, Health and Safety Code, NPDES or water quality, business licensing, and land use (zoning). Knowledge of Excel, Word, and digital camera usage is required.

Position Summary:

Under general direction of the Building Official in conjunction with the supervision of Senior NIS Officer, the NIS Officer conducts on-site inspections and re-inspections; investigates and determines the existence of code violations and recommends corrective actions to bring about compliance, including determining the appropriate time frames for compliance and issuing administrative citations and notices of violation; answers inquiries from the public, builders, and property owners regarding compliance with zoning regulations, property maintenance standards, design standards, and regulatory practices; responds to the public regarding potential code violations; conducts research regarding property ownership, current and past permits, applications, and applicable codes; and assists with code enforcement actions with other City Departments as necessary.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be an A.A. degree from an accredited college or university in a closely related major and comparable work experience. Possession of a valid Class C California Driver's License is required. Possession of a Basic Code Enforcement Certificate and Penal Code 832 Certificate, or ability to obtain within 6 months of appointment, is highly desirable. *Proficiency in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish is desirable.*

Compensation:

Range: \$24.34-\$29.59 per hour, 20-28 hours per week, which may include weekends. Participation in Public Agency Retirement Services in lieu of Social Security.

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 Thursday, January 25, 2018.** 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 圣蓋博市是平等機會的雇主

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 OFFICE

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