

CHRONIC NUISANCE OFFICER

SUMMARY: Under general direction, oversees the administration and application of the City chronic nuisance property code, assists the Police Department and Development Services Department in the prosecution of nuisance properties, code violations, and the prevention of crime through the City's chronic nuisance Ordinance. Reports to Development Services Director or designee, and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Provides assistance to all City departments and the general public in the enforcement of laws and ordinances intended to ensure the protection of life and property through enforcement of and detection and prosecution of chronic nuisance property code violations and the prevention of crime.
2. Coordinates the efforts of the various City agencies to improve community aesthetics, safety and quality of life through administration of the chronic nuisance property code.
3. Conducts research, compiles and evaluates information, and analyzes data to identify patterns of nuisance activity in all areas of the city and takes appropriate actions to remedy these activities.
4. Notifies property owners, mortgagees and the public of chronic nuisance property code requirements.
5. Coordinates the review of and reviews action plans intended to remedy chronic nuisance conditions and activity; performs site visits with property owners to ensure compliance as needed.
6. Ensures enforcement of chronic nuisance service orders through coordination of authorized contractors, City staff, and other city departments for lot mowing, boarding and securing, demolition and other chronic nuisance services.
7. Investigates, prepares and presents the City's response to notices of appeal before the chronic nuisance special magistrate.
8. Coordinates the billing and collection of chronic nuisance service costs incurred by the City with the City Finance Department.
9. Coordinates the collection of non-ad valorem assessments for chronic nuisance services through the property tax bill, with the Finance Department.
10. Coordinates activities with City Administration, the Police Department, the Development Services Department, the Finance Department, the Office of the City Attorney, and other City departments and divisions as required to ensure satisfactory outcomes.
11. Coordinates activities with the Code Enforcement Special Magistrate; Nuisance Abatement Board; Construction Board of Adjustments and Appeals and other City boards and committees as required.
12. Plans, promotes and administers outreach to City neighborhoods and associations to promote citizen awareness of the chronic nuisance regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of City codes, federal and state laws, statutes, rules, regulations, ordinances, and codes related to the abatement of chronic nuisances, code violations and site conditions which support criminal behaviors and activities.
- Ability to manage effectively in a governmental environment and utilize creativity to obtain positive outcomes.
- Skill and knowledge of principles related to real property management.
- Skill and knowledge of modern code administration, principles and practices as well as Florida Statute 162.
- Ability to communicate effectively orally and in writing.
- Skill and knowledge in customer service and public relation methods, practices and procedures in dealing with difficult customers and responding to inquiries and complaints.

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- High level skills in both verbal and written communication, and in the presentation of technical information to a wide variety of audiences.
- Ability and skills in negotiation and consensus development.
- Ability to complete work efficiently and effectively within an existing organizational structure and achieve satisfactory outcomes under limited supervision.
- Ability to establish and maintain effective working relationships with other City staff members and customers.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light to moderate work in both an office setting and an outdoor setting. There is occasional need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Associate's degree from an accredited college or university with a major in Business Administration, Public Administration, Planning, or related field, and nine (9) years of experience in community improvement, code compliance, criminal justice, real property management, planning, or a related field, or any equivalent combination of training and experience. Bachelor's degree, highly desirable. Florida Association of Code Enforcement (F.A.C.E) Level III Certification, highly desirable.

A valid Florida driver's license is required; a valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.