

SNOHOMISH COUNTY JOB DESCRIPTION

CODE ENFORCEMENT COORDINATOR

Spec No. 3196

BASIC FUNCTION

To provide information, assistance and coordination to the public, other departments and governmental agencies regarding enforcement of the provisions of the county land use ordinances; including but not limited to zoning, subdivision, mobile home, building, fire, shoreline management, drainage, grading, flood hazard, and right of way codes.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides information and guidance to the public, other departments and governmental agencies regarding county codes, violations, compliance requirements and processes; provides technical information regarding code enforcement procedures to the public, other county departments, governmental agencies as necessary to help ensure compliance with all applicable code requirements.
2. Develops case documentation, prepares written reports and related procedures to aid the code enforcement officers; researches public records to determine property ownership, legal descriptions, permitting history, zoning requirements, and pertinent administrative and land use hearing cases.
3. Coordinates as necessary with the Prosecuting Attorney's Office and the Hearing Examiner's Office to provide case updates, department recommendations and to ensure prompt responses from those offices to inquiries regarding case status.
4. Presents evidence and testimony as necessary before the Snohomish County Hearing Examiner and as a witness in a court of law in behalf of the County.
5. May act as Code Enforcement Officer in a limited scope to extend compliance deadlines; serves legal papers, process code enforcement cases and conduct on- site visits as required.
6. Develops and maintains enforcement tracking reports for the division and administration; provides timely responses to requests for reports and spreadsheets, which detail activities of the code enforcement division.
7. Prepares cases for presentation before the Hearing Examiner including marking for evidence, collating, supplying memo's to the Hearing Examiner and all parties of record and duplicating as necessary.

STATEMENT OF OTHER JOB DUTIES

8. Act as a liaison to the public, other departments, governmental agencies and law enforcement regarding graffiti complaints; provides assistance as required to help further the goal of eliminating graffiti within the county.
9. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Associates Degree and one (1) year of experience in building trades, planning, grading, shoreline regulation, land use regulation, research, or enforcement; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- land use law or evidence gathering
- building, zoning subdivision, grading, and shoreline codes
- construction materials, methods and stages of construction
- field investigative methods and techniques
- real property records and research techniques

Ability to:

- explain codes, ordinances and regulations with firmness, tact and equity and compassion
- independently identify and define land use violations or hazards and recommend effective remedial measures
- maintain necessary records and prepare required reports
- establish and maintain effective work relationships with superiors, peers, associates and the general public
- communicate effectively both orally and in writing
- work effectively under pressure and resolve disputes with often difficult and upset customers
- apply building, zoning, grading and subdivision and shoreline rules, regulations, laws and procedures
- understand and apply Snohomish County Unified Development Code and all other related codes

SUPERVISION

The employee receives direction from an administrative superior as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment with some nominal fieldwork as required.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997

Revised: December 2005, January 2006, March 2007

EEO Category: 3 - Technicians

Pay Grade: 237 - Classified

Workers Comp: 5306 Non-Hazardous