

Nuisance Director

Class Specification/Title: Nuisance Director
Position Status: Part-Time/Casual as needed
Supervisor: Mayor

Position Overview:

The Nuisance Director performs inspection and education functions to enforce the City's Ordinances and contribute to a safer, higher quality of life in the City of Sprague.

Examples of Principal Duties:

Provides information to the public on the City's regulations dealing with public nuisances as defined by City ordinances. Prepares written and verbal reports including abatement notification according to established procedures. Provides documentation and/or testimony at court proceedings as necessary. Works with property owners and rental property managers, homeowner groups, and citizens to ensure compliance with City codes. Works with the Planning Commission and the City Clerk/Treasurer. Performs other duties as may be assigned.

Working Environment:

This position works approximately twenty (20%) percent of the time in an office environment and eighty (80%) percent of the time in the field. Field work involves driving to and from sites of inspections with exposure to normal driving hazards, weather conditions and irate citizens. Must have the ability to attend meetings outside normal working hours.

Knowledge & Abilities:

Thorough Knowledge of nuisance abatement codes and ordinances. Knowledge of conflict resolution techniques and negotiation skills required. Must be knowledgeable in personal computer usage, including word processing programs. Must have a high degree of organizational ability, flexibility, confidentiality, telephone and public service skills.

Education & Experience:

Graduation from high school or equivalent. Valid vehicle operator's license required.

Equipment Used:

The following is an itemized listing of equipment that may be used in the performance of this job:
Computer, photocopier, digital camera, telephone
All equipment will be provided by the City of Sprague to perform this position.

Wage:

This position is part-time/casual employee. The wage is \$19.00 per hour with an average of 10-15 hours per month.