"IN THE HEART OF THE OREGON CASCADES"
CITY of DETROIT
P.O. Box 589 Detroit, Oregon 97342 • (503)854-3496

JOB OPENING

Position Description: **Ordinance Officer**
$20 hr
Flexible Schedule will include weekends

Supervising Authority: **City Recorder**

The Ordinance Officer position is "at will" employment with the City of Detroit.

General Description
This position is primarily responsible for identifying, documenting and tracking of Ordinance violations in the City of Detroit.

Typical Violations:

ATV/Golf Carts: Vehicles without an operator permit issued by the City of Detroit, unlicensed drivers, speed in excess of the posted speed limit or any activity that endangers the safety of the general public.
RVs: More than two RVs on a lot under 10,000 sq. ft. and RVs in violation of City setbacks.
Nuisances: Noise, Fireworks, Firearms, Odors, Trees, Shrubs, Weeds, Oregon Fire Code.
Abandoned Cars: Vehicles left abandoned on City Right of Way.
Parking: Vehicles parked in the City Right of Way or blocking emergency vehicles.

Other Job Functions

- Educate the public on Ordinance violations, associated fines and due process.
- Work closely with City Staff to maintain records and notices.
- Appear in Detroit Municipal Court and provide testimony of Ordinance violations.

Qualifications

Ability to:

- Work independently and efficiently.
- Ability to read and understand City Ordinances and Development Code and apply in a consistent manner.
- Ability to maintain effective working relationships and as a team member

Licenses, Certificates and Other Requirements

- Must have a valid Oregon driver license, with good driving record.
- High School Diploma (or GED) is required.
- Must be 18 years of age or older.
- Must have a home telephone or cell phone.
- Must be able to pass a criminal background check.
- Must adhere to Personnel Policy Manual Ethics statement in all aspects of performance, conduct and communication with the public.
- Must maintain the highest standard of safety and ethical accountability in performance and conduct.

Application available at:
Detroit City Hall
345 Santiam Ave. W.
503-854-3496