

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Dissolving the)
Code Enforcement Department and) ORDER NO. 23309
Reassigning Affected Positions)**

WHEREAS, Curry County Code Enforcement has not been staffed with an Officer or Deputy Officers as of September 12, 2023; and

WHEREAS, the Board of Commissioners has made arrangements for Animal Control services.

WHEREAS, the Board of Commissioners has created new job descriptions to address community outreach, County Code violations (Community Resource Officer), and building and planning violations (Code Compliance Officer.)

NOW, THEREFORE, IT IS HEREBY ORDERED THAT beginning November 1, 2023, the Curry County Code Enforcement Department is dissolved, and the following actions are effective:

1. Curry County Animal services will be performed by an independent contractor pursuant to the Request for Proposals for Animal Services issued by the Board of Commissioners.
2. The Community Resource Officer, which job description was approved under Order No. 23299, is assigned to the Curry County Sheriff's Office.
3. The Code Compliance Officer job description, attached hereto and incorporated herein by reference, is hereby adopted and assigned to Community Development.
4. The Code Enforcement Administrative Assistant position is removed, with staff currently occupying that position to be subsequently reassigned pursuant to the recommendation of the Director of County Operations and the Human Resources Coordinator.

DATED this 4th day of October, 2023.

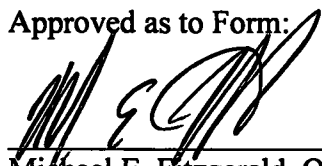
CJ2023-332
Curry County Clerk, Shelley Denney

Filed Date 10 / 6 / 23

Time 10:31 AM - 8 pages

Deputy S. Lindsey Harris

Approved as to Form:


Michael E. Fitzgerald, OSB #950738
County Legal Counsel

BOARD OF CURRY COUNTY COMMISSIONERS


John Herzog, Chair


Brad Aleorn, Vice Chair


Jay Trost, Commissioner

JOB DESCRIPTION

JOB TITLE:

Community Resource Officer

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EDUCATION AND/OR EXPERIENCE:

A candidate for this position should have a High School Diploma, a GED, or the equivalent; as well as at least two (2) years of related work experience.

Ability to read and understand codes, ordinances, and regulations related to public property, parking, non-criminal law enforcement, and other public safety laws. Works well under pressure and remains calm in emergency situations.

Must possess a valid Oregon Driver's License. If the candidate possesses a Driver's License from another State, they must have the ability to obtain an Oregon Driver's License within thirty (30) days of employment.

Any satisfactory equivalent combination of experience and training that demonstrates the required knowledge and abilities may be substituted for specific requirements.

The successful candidate will receive training in court presentation, issuance of citations, and de-escalation tactics prior to beginning work in this position.

PHYSICAL DEMANDS:

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capability to handle high mobility demands and complex personal interactions.

Tasks involve the ability to exert moderate to strenuous physical effort in light to heavy work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 100 pounds).

WORK ENVIRONMENT:

Duties are performed in a variety of temperature conditions, including wind, rain and other adverse weather conditions. Encounters occasional hazardous situations and conditions. Physically demanding work environments. Work in high-risk situations. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Code Enforcement Officer

EXEMPT: No

SALARY LEVEL:

SUPERVISOR: Director of County Operations

PREPARED BY: Director of County Operations

August 2023

POSITION SUMMARY:

The Code Enforcement Officer is a non-sworn uniformed position who works at the direction of the Director of County Operations to identify and resolve violations of Curry County Zoning Ordinances and State Building Code. This Officer is authorized by Order of the Board of Commissioners to enforce specific sections of County Code and State Law. This position also provides information to residents, businesses, and other complainants in resolving concerns and complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages complaints and inquiries from the public and provides information regarding Code Enforcement program and policies. Receives, reviews, and acknowledges code compliance complaints and referrals. Participates in and provides guidance and advice on the development of new codes or revisions to existing codes related to enforcement of violations. Maintains cordial public relations with residents and businesses, community organizations, and other government entities.

Enforces State and Local Building Code and County Code, specifically Curry County Zoning Ordinances ("CCZO") pertaining to Planning, Erosion Control and other related issues. Investigates complaints and prepares warnings and citations for violations of Building Code and CCZO, erosion control, and other related issues as directed. Performs field inspections to determine violations and necessary abatement procedures.

Assists in the development of effective code enforcement programs for compliance with County Code. Prepares written statistical reports for analysis of program activities. Prepares reports and referrals to the Board of Commissioners and Director of County Operations regarding Code Enforcement activities and necessary abatement actions as directed. Provides sworn testimony on conditions or enforcement and may appear in court representing the County. Coordinates with local law enforcement regarding potentially harmful incidents or for follow-up assistance.

Ability to coordinate with other County departments and divisions to ensure the highest level of service to the public and citizens. Adheres to County policies and procedures. Works rotating shifts and adjusted work schedules which may include holidays and weekends; works overtime when required.

SUPERVISION RECEIVED:

This position works under the supervision of the Director of County Operations, who reviews actions for accuracy and conformance to established procedures.

SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not the responsibility of an employee in this class.

QUALIFICATION REQUIREMENTS:

Efficiently plan, organize and direct work schedules to meet deadlines on a daily, weekly, monthly and annual basis. Maintain good working relations with citizens, other County departments, employees, officials, community leaders, vendors, etc. Ability to use tact to defuse tense situations. Knowledge of effective communication techniques. Has the willingness to implement and be involved in new processes, the ability to adjust to changes in procedures, and be involved in problem solving.

Must be able to pass a criminal background check.

EDUCATION AND/OR EXPERIENCE:

A candidate for this position should have a High School Diploma, a GED, or equivalent.

Ability to read and understand codes, ordinances, and regulations such as State and County Building Codes, County Code, Curry County Zoning Ordinances, etc.

Must possess a valid Oregon Driver's License. If the candidate possesses a Driver's License from another State, they must have the ability to obtain an Oregon Driver's License within thirty (30) days of employment.

Any satisfactory equivalent combination of experience and training that demonstrates the required knowledge and abilities may be substituted for specific requirements.

PHYSICAL DEMANDS:

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capability to handle high mobility demands and complex personal interactions.

Tasks involve the ability to exert moderate to strenuous physical effort in light to heavy work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 50 pounds).

WORK ENVIRONMENT:

Duties are performed in a variety of temperature conditions, including wind, rain and other adverse weather conditions. Encounters occasional hazardous situations and conditions. Physically demanding work environments. Work in high-risk situations. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Code Enforcement Officer

EXEMPT: No

SALARY LEVEL:

SUPERVISOR: Building Official

PREPARED BY: Director of County Operations

August 2023

POSITION SUMMARY:

The Code Enforcement Officer is a non-sworn, uniformed position who works at the direction of the Building Official to identify and resolve violations of Curry County Zoning Ordinances and County Building Code. This Officer is authorized by Order of the Board of Commissioners to enforce specific sections of County Code. This position also provides information to residents, businesses, and other complainants in resolving concerns and complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages complaints and inquiries from the public and provides information regarding Code Enforcement program and policies. Receives, reviews, and acknowledges code compliance complaints and referrals. Participates in and provides guidance and advice on the development of new codes or revisions to existing codes related to enforcement of violations. Maintains cordial public relations with residents and businesses, community organizations, and other government entities.

Enforces Local Building Code and County Code, specifically Curry County Building Code and Curry County Zoning Ordinances ("CCZO") pertaining to Planning, Building, Erosion Control and other related issues. Investigates complaints and prepares warnings and citations for violations of Building Code and CCZO, erosion control, and other related issues as directed. Performs field inspections to determine violations and necessary abatement procedures.

Assists in the development of effective code enforcement programs for compliance with County Code. Prepares written statistical reports for analysis of program activities. Prepares reports and referrals to the Board of Commissioners and Director of County Operations regarding Code Enforcement activities and necessary abatement actions as directed. Provides sworn testimony on conditions or enforcement and may appear in court

representing the County. Coordinates with local law enforcement regarding potentially harmful incidents or for follow-up assistance.

Ability to coordinate with other County departments and divisions to ensure the highest level of service to the public and citizens. Adheres to County policies and procedures. Works rotating shifts and adjusted work schedules which may include holidays and weekends; works overtime when required.

SUPERVISION RECEIVED:

This position works under the supervision of the Building Official, who reviews actions for accuracy and conformance to established procedures.

SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not the responsibility of an employee in this class.

QUALIFICATION REQUIREMENTS:

Efficiently plan, organize and direct work schedules to meet deadlines on a daily, weekly, monthly and annual basis. Maintain good working relations with citizens, other County departments, employees, officials, community leaders, vendors, etc. Ability to use tact to defuse tense situations. Knowledge of effective communication techniques. Has the willingness to implement and be involved in new processes, the ability to adjust to changes in procedures, and be involved in problem solving.

Must be able to pass a criminal background check.

EDUCATION AND/OR EXPERIENCE:

A candidate for this position should have a High School Diploma, a GED, or equivalent.

Ability to read and understand codes, ordinances, and regulations such as County Building Codes, County Code, Curry County Zoning Ordinances, etc.

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