



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257

Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Code Compliance Administrator
DEPARTMENT: Planning & Community Development
SALARY: \$31.00 - \$38.00
CLOSES: December 13, 2021

POSITION SUMMARY

Under general supervision of the Planning Manager, this position will perform work involving field investigation, notification of violations, research, analysis, documentation and resolution of issues pertaining to compliance with the Swinomish Tribal Code primarily as it relates to licensing, building, zoning, land use and planning. The position will also participate in the development of code compliance strategies and policies, as well as identify relevant changes and potential amendments to the licensing codes, building code, zoning code, and land use code ensuring consistency with other Swinomish Tribal Codes.

SUPERVISION

This position reports to and is directly supervised by the Planning Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or has logical assignment to the position.

- Contribute in reviewing, developing and/or modifying code compliance strategies, policies and procedures.
- Support in updating department forms to ensure compliance with Swinomish Tribal Codes.
- Identify code errancies, deficiencies and inconsistencies and recommend for revision.
- Recommend and assist in drafting code amendments and work with the Tribe's Code Reviser to follow protocols in processing code revisions.
- Conducts site visits, investigations, and review of records including recorded documents, historic records, and title information to evaluate circumstances in order to identify violations of codes, permits, and regulations.
- Investigate and respond to complaints regarding violations of Swinomish Tribal Codes, including licensing, land use, development, building, and zoning.
- Determines whether there is probable cause to issue a citation; issues citations where appropriate.
- Notifies individuals of actual or potential code compliance violations and of corrective action required.

- Provides information and education to citizens and interested third parties regarding code requirements, options and remedies.
- Review records including licenses, recorded documents, historic records, property records, and applications to evaluate situations in order to identify violations of codes, permits and regulations.
- Maintain accurate, organized, and current records, files and evidence necessary to support code enforcement activities.
- Prepare case files for hearings, including the assembly of evidentiary documentation such as letters, notices, photographs, exhibits, emails, voicemails, and relevant records.
- Work with the Office of Tribal Attorney and the Swinomish Police Department to prepare cases for hearings.
- Coordinate efforts with other departments, as needed, to ensure appropriate action and uniformity of interpretation, application and enforcement of Swinomish Tribal Codes.
- Draft Ordinances and Senate Resolutions.
- Attend all required meetings: staff, supervisory, training, contractual, or otherwise.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

In order to be considered for the position, applicants must demonstrate that they meet the minimum requirements for the position, as described below.

- Bachelor’s degree following a 4-year course of study in relevant field such as: business, law, planning, or organization and management. Experience may substitute for education, where two years of relevant experience may substitute for one qualifying year of education.
- Minimum two years’ work experience in code enforcement, compliance, or code revision.
- Demonstrable experience writing and applying ordinances, codes, and regulations.
- Proven written and verbal communication skills.
- Excellent computer skills including proficiency with Microsoft Office applications and databases.
- Current and valid Washington State Driver’s License.
- Ability to pass a pre-employment drug screen and background check.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Work is performed primarily indoors with occasional site visits as required.
3. Occasional travel may be required as related to job functions and/or training opportunities.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Code Compliance Administrator is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____