



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: LAND USE COMPLIANCE SPECIALIST**  
**DATE: OCTOBER 1, 2024**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Land Development Services	<b>JOB CODE:</b>	316
<b>SUPERVISOR:</b>	Planning Division Manager	<b>SALARY RANGE:</b>	25
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform work investigating complaints and achieving compliance with state laws and county ordinances for land use, solid waste, rural addressing, and public/environmental health issues. Collaborate and communicate with a variety of county departments regarding code enforcement matters. Serve as Code Enforcement Officer as authorized under the county's Enforcement Ordinance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Receive and investigate complaints regarding alleged violations of planning, zoning, solid waste, rural addressing, subsurface sewage, and environmental health codes, statutes, ordinances, and conditions and related Oregon Revised Statutes for which enforcement authority has been granted by the county's Enforcement Ordinance.

Serve as contact person between county departments and concerned parties in an attempt to resolve code enforcement related complaints.

Research records, files, applications, permits, history of properties, and conduct site inspections (with law enforcement when appropriate) and document finds for filed complaints.

Carry out provisions of the Columbia County Enforcement Ordinance and track progress while pursuing appropriate remedies to ensure compliance, including giving notice of warning letters, notices of violation, and issuance of citations when necessary. Meet with alleged ordinance violators in attempt to achieve compliance.

Coordinate with the county Public Works department regarding the Dumpstoppers Program including activities related to the investigation, enforcement, and cleanup of illegal dump sites in the county.

Assist the Public Works department with periodic Household Hazardous Waste Collection events located throughout the county and attend each event.

Coordinate enforcement actions between county departments including Land Development Services, Public Health, Public Works, the Sheriff's Office and County Counsel.

Prepare documentation for County Counsel to provide in court appearances. Appear in court as necessary.

Maintain complete records of all investigations and accurate descriptive case files, including complaints, site visits, field notes, photographs, telephone, electronic, written contacts and correspondence, compliance agreements, and citations.

Organize and track cases using electronic case management software in addition to paper files. Prepare and maintain a variety of records, reports, and logs. Record actions taken, citations issued, dispositions,



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inter-department, and inter-agency response status. Maintain updates and close case files when appropriate.

Maintain accurate records of the type and number of actions being processed. Provide written reports at regular intervals. Establish and maintain regular and effective communication with supervisor regarding case status and updates.

Recommend and assist in preparation and adoption of new and/or updated code compliance and enforcement policies, ordinances, forms, procedures, and regulations.

Provide information to the general public concerning the status of complaints filed. Respond to inquiries related to enforcement procedures, practices, and requirements and application of codes in a helpful and positive manner.

Conduct periodic review of land use to assess compliance with the conditions of approval. Take appropriate action when conditions are not being met.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed under the general direction of the Planning Division Manager who provides policy, procedure, and administrative direction and reviews performance. The Land Use Compliance Lead will provide functional and technical oversight, training, assign and review casework for thoroughness and adherence to department procedures and state laws.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a two-year degree in a related field. Three years' of increasingly responsible experience in land use compliance, inspections, or enforcement or related field. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Strong understanding of basic land use principals. Certification by the State of Oregon or the International Code Council as either a Permit Technician, Zoning Inspector, Code Specialist, or similar field. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the county's liability insurance.



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**KNOWLEDGE, SKILL, AND ABILITY:** Considerable knowledge of the principles and practices of code compliance and enforcement as they relate to land use, building codes, public health, solid waste, or public nuisances. Knowledge of state and county codes.

Skill in case management software programs and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines. Maintain complete and accurate records.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Conduct thorough investigations, compile data, maintain accurate case files, and generate reports.
- Remain calm and use good judgement during confrontational or high-pressure situations. Work courteously and tactfully to obtain compliance through professional persuasion and reason.
- Uniformly apply laws, ordinances, and regulations to diverse situations.
- Drive throughout all areas of the County including remote areas.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activities may require bending, climbing, stooping, and walking for long periods of time.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose position to various weather conditions and terrains. Driving is a regular requirement of the position. Extensive travel is necessary often to remote areas in the county. The employee may be required to travel at nighttime or on weekends or in inclement weather to investigate enforcement complaints. The employee may be exposed to a hostile environment when dealing with code/law offenders and must be able to interact to de-escalate conflict.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may***



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*not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*