



Position Advertisement

The City of Jamestown is seeking applications for a Rehab and Code Enforcement Officer (RCEO) with an interest in improving the livability and housing conditions of the Jamestown community. The RCEO will have a background in or experience with building construction, housing inspections, and/or code enforcement. The RCEO will work closely with the City Building & Zoning Code Enforcement Officer and Department of Development staff as well as collaborate with other City departments as necessary and/or directed to ensure effective code enforcement and housing rehab activities. The successful candidate will be detail-oriented and will possess strong interpersonal and creative problem-solving skills and a genuine desire to actively improve the community through aggressive code enforcement while working with property owners, residents, and city officials to achieve goals and objectives set forth by the Department.

Work is performed under the general direction of the Director of the Department of Development in accordance with established policies and procedures with the expectation that independent judgment will be exercised in carrying out the details of the work. This is an excellent opportunity to join a fast-paced municipal housing and development team in a vibrant and growing community.

The City of Jamestown, the largest population center in Chautauqua County with a population of approximately 30,000 residents, is situated between Lake Erie and Allegheny National Forest. This vibrant community serves as the center of a greater metropolitan area of more than 70,000 residents and a market area of nearly 175,000 people. Jamestown is the industrial, commercial, financial and recreational hub of Southwestern New York and boasts a rich local history.

About the Department of Development

The Department of Development is committed to enhancing the quality of life for all residents living and working in the City of Jamestown by strengthening our neighborhoods through successful housing and commercial rehabilitation efforts; maximizing opportunities for social, cultural and economic development; and providing a safe, livable, and sustainable community for our present and future citizens. The DOD establishes and sustains an orderly and consistent approach to land use that incorporates sustainability, city design, resilience, equity, and opportunity into ongoing practice and long-range planning.

The DOD was established to oversee the development of the City’s industrial, commercial and residential sectors and to facilitate planning; zoning; code enforcement (residential and commercial); administration of Federal, State, and philanthropic grants; processing grant applications for City endeavors; coordination of neighborhood and housing rehabilitation initiatives; marketing of commercial and residential properties; and administration of the City’s revolving loan program and is inclusive of the Jamestown Local Development Corporation (JLDC) and the Jamestown Urban Renewal Agency (JURA).

The DOD also aids business owners, both small and large, with grants and low-interest loan programs and administers the Community Development Block Grant (CDBG) and HOME Program funds granted by the Department of Housing and Urban Development (HUD).

Essential Duties (include but not limited to)

- Code enforcement of the **Jamestown City Code**, the **Uniform Code of New York State - Code 19 NYCRR Part 1219-1228**, and the **Energy Code 19 NYCRR Part 1240**, which includes:
 - Conducting residential and commercial properly inspections with regard to code compliance.
 - Management of property inspections cases.
 - Preparation and issuance of all code enforcement related documents including notices of violation, court appearance tickets, and condemnation/demolition orders.
 - Prosecution of non-compliant cases in Jamestown City Court.
 - Posting of properties “Not to be occupied” and monitoring such properties until they are made habitable.
 - Issuance of certain building permits.
- Property rehabilitation through the administration of federally-funded residential and commercial property rehabilitation programs, which includes:
 - Preparation of work write-ups and bid specifications.
 - Conducting all pre-rehab and post-rehab client interviews and property inspections.
 - Monitoring program funding and spending.
 - Ensuring compliance with specific CDBG and HOME Program HUD regulations.
 - Coordination of federal audit and compliance requirements of the rehab programs.
- Daily entry and update of all rehab and code enforcement data into JURA’s electronic code enforcement information tracking system with the generation of reports upon request.
- Completion of special projects as assigned by the Director of Development.

Minimum Qualifications

- An Associate’s Degree in Business Administration, Construction Management, Human Services or related program and at minimum three (3) years of satisfactory experience in building construction, housing inspections, or code enforcement.
OR
A high school diploma, or equivalent, and five (5) years of satisfactory experience in building construction, housing inspections, or code enforcement.
- The possession of demonstrated, competent written and oral communication skills.
- Demonstrated proficiency with Microsoft Word, Microsoft Excel and other Microsoft Office programs.
- A proven track record of effectively dealing with the public.
- Possession of a valid New York State Driver’s License at the time of application and appointment.
- Must successfully attain New York State Code Enforcement certification within eighteen (18) months of hiring.
- A genuine interest in improving the Jamestown community.
- Prior experience with other housing or human services agencies a plus.

Skills / Core Competencies

- Excellent interpersonal skills.
- Creative problem-solving skills.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and efficiently.
- Strong organizational skills.
- Ability to exercise sound and independent judgment within general policy guidelines.
- Ability to understand and apply City policies and procedures, and applicable federal and state regulations.
- Ability to read and interpret codes.
- Ability to establish and maintain cooperative working relationships with all levels within the City.

Compensation

Salary is commensurate with experience and qualifications in accordance with Collective Bargaining Unit terms. Excellent benefits package includes paid vacation and holidays, personal days, health, dental, and participation in the NY State & Local Retirement System.

How to apply / Additional information

Please send your resume and cover letter to Director of Development, 200 East Third Street, 4th Floor, Jamestown, NY 14701 or email to dod@jamestownny.gov. Electronic submission of materials is strongly encouraged.

The Jamestown Urban Renewal Agency (JURA) is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.