



City of Galesburg

Operating Under Council – Manager Government Since 1957

NOTICE OF POSITION VACANCY

The City of Galesburg seeks interested applicants to fill a part-time Temporary Property Compliance Officer position in the Department of Community Development. This is a part-time position that will work less than 1,000 hours in a calendar year. This part-time position is paid \$12.00 per hour (Pay Range 5T), with no benefits.

DUTIES OF THE POSITION

The **Temporary Property Compliance Officer (PCO)** is responsible for conducting community investigations and inspections of municipal nuisance code violations on private and public property in order to abate violations of instances such as: health/safety, environmental issues, high weeds and grass, junk, illegal dumping and abandoned vehicles, property maintenance and other regulations. Receives and logs complaints and responds to both citizen and city inquiries and complaints.

Acknowledging the sometimes contentious nature of code enforcement, the incumbent must maintain a culture of superior customer service by finding alternative resolutions instead of strict enforcement. The incumbent will foster a professional and cooperative relationship with the public, other departments, agencies, and partners.

MINIMUM QUALIFICATIONS AND DESIRABLE EXPERIENCE

- High School Diploma or equivalent (GED), Associate degree desirable.
- Two to four years' experience in nuisance inspections, or related field is desirable.
- Strong computer skills including Microsoft Word, Excel, Access and Email.
- Strong communication & negotiation skills.
- Ability to read maps & plats, and to work outdoors under varying weather conditions.
- Valid Class D Driver's License.
- Ability to perform physical activities such as crawl, walk, sit, climb, lift, carry, push, pull, lift 50 lbs., and climb a ladder.

The Department of Community Development will consider all applicants who qualify for the position, and may interview selected candidates.

To apply, all applicants must complete and submit an electronic application for employment through the City's website at: http://www.ci.galesburg.il.us/city_initiatives/human_resources/

To receive consideration for this vacancy, applicants are encouraged to apply immediately. Due to the expected large number of applications, this posting may be removed at any time.