

CLASS TITLE: NEIGHBORHOOD ABATEMENT COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision provides improved living environments and enhanced security to neighborhoods by enforcing zoning and/or nuisance ordinances, property maintenance codes and laws to eliminate various dangerous hazards and illegal/criminal activities and performs other related assigned duties.

ESSENTIAL TASKS:

- Reviews, evaluates and analyzes Police and Fire investigative reports, identifies dangers representing a threat to neighborhood safety and security, conducts complex technical illegal/criminal investigations, determines course of action and coordinates the activities to remove or remediate neighborhood drug, prostitution and/or hazardous sites
- Prepares and disseminates reports to support findings of illegal/criminal activity investigations, outlining course of action
- Prepares and coordinates cases for prosecution or injunctive actions
- Makes public presentations to hearing officer, Board of Adjustment, and City Council
- Provides investigative assistance to Police and Fire Departments and other city departments when requested
- Creates, monitors and maintains case files and various reports
- Mediates complex zoning, nuisance and property maintenance complaints to completion
- Posts notices and orders on properties and may serve legal notices
- Acts as liaison with Drug House Abatement Committee, Law Enforcement agencies, various neighborhood leaders/business owners and other City departments to disseminate information, mediate resolutions and/or coordinate and direct abatement/remediation activities
- Represents the Department at public meetings regarding code enforcement and/or property maintenance matters
- Acts as a leadperson performing inspections and investigations in securing compliance with State law and the City's nuisance and zoning Codes
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an bachelor's degree in criminal justice, business administration or a related field, and three (3) years of experience in criminal investigations; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of zoning and nuisance codes, police protocol, law enforcement measures and various other legal remedies utilized in remediation activities; good knowledge of crime analysis/patterns and criminal investigations/justice. Ability to prepare technical reports analyzing crime patterns and trends; ability to think analytically, mediate difficult issues and/or resolve and coordinate complex issues effectively; ability to assist a variety of personnel, both internal and external; ability to deal effectively with individuals in complex and controversial situations; ability to summarize and disseminate information in a clear and effective manner; ability to discreetly handle sensitive and confidential information; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to sitting for extended periods of time, walking, standing, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and previous Council on Law Enforcement, Education and Training (C.L.E.E.T.) Certification with life time State of

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Oklahoma firearms permit. Obtain International Code Council (ICC) certification for Property Maintenance and Housing Inspectors and Oklahoma Code Enforcement Association (OCEA) certification within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; requires some traveling to various locations for inspections and may be exposed to unsafe buildings, loud noise and toxic fumes; and may have minimal exposure to narcotics.

Class Code: 3568

EEO Code: N-02

Pay Code: AT-36

Group: Clerical and Administrative

Series: Urban Development

Effective Date: May 8, 2017