

<b>ORGANIZATION:</b>	City of Tillamook	<b>DATE:</b> June 2014
<b>LOCATION:</b>	Tillamook, Oregon	
<b>DEPARTMENT:</b>	Police—Non-Union	
<b>STARTING SALARY:</b>	\$31,451	
<b>JOB TITLE:</b>	Community Resource Aide	

**PURPOSE OF POSITION:** Perform various activities involved in the enforcement of City ordinances, to include parking, nuisance and animal ordinances, animal control function, assistance with traffic related issues, and other support to police function. Position is a large component of the City’s Customer Service, and also supports office staff function.

**ESSENTIAL JOB FUNCTIONS:** Perform fieldwork requiring the operation of City vehicles, while responding to complaints, and capturing and transporting animals to enforce related ordinances. Interview complainants, locate and notify owners and/or impound animals when owner is not located. Issue citations as appropriate.

Patrol and respond to complaints concerning weeds, abandoned vehicles, signs, visibility, debris, sidewalks, etc. Determine property owner identification, notify of violation, and/or initiate abatement. Issue citations and/or arrange for towing and impoundment as appropriate.

Respond to questions and requests from the general public in a courteous and knowledgeable manner.

Prepare correspondence related to ordinance violations, registrations, business and amusement device licenses, etc. and maintain related files.

Recommend changes/additions to policies and ordinances as necessary to ensure ordinance enforcement.

Perform operator maintenance on ordinance vehicle, e.g. check and fill fluid and air levels, clean interior and exterior, etc.

Follow all safety rules and procedures for work areas.

Performs office functions when needed.

Testify in court as necessary.

Assists with traffic control for emergencies and planned activities such as parades, funerals and other City authorized activities.

Provide downtown foot patrol to enforce parking and other ordinances. Provide tourist and City Code information to the public.

**AUXILIARY JOB FUNCTIONS:** Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:** Knowledge of the principles of current computer software and office practices, proper grammar usage and spelling. Knowledge of, or ability to rapidly acquire, nuisance ordinances and ability to interpret same; knowledge of the use of fetch equipment. Excellent customer service skills; ability to deal with people and animals in a difficult and negative environment. Equivalent to high school education plus additional specialized courses and two years related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of valid driver's license. Must possess LEADS, CPR/First Aid, and Hazmat certification within 1 year of appointment.

**DESIRABLE REQUIREMENTS:** Knowledge of animal behavior (wild and domestic), care, handling, and equipment. Possession of LEADS, Hazmat and Animal Control certificates; completion of defensive driving training; possession of current CPR/First Aid Card. Associates degree preferred. Spanish bilingual capability preferred. Police or other dispatch radio experience.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility, including the ability to ride a bicycle. Duties involve moving materials weighing up to 60 pounds such as animals, debris, files, equipment, etc. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, and standard office equipment.

**WORKING CONDITIONS:** This is a full-time position. Scheduled hours may vary to accommodate weekend duties. Work time is divided between office, outside on foot, on bicycle, or in an ordinance vehicle. Employee will be exposure to all weather conditions, animal bites, garbage, bio-hazardous waste, and disease. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises.

**SUPERVISORY RESPONSIBILITIES:** May provide training and orientation to volunteers, students, local business, civic groups, and newly assigned personnel on related policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Police Chief, and receives additional direction from assigned supervisors as outlined in the City's Organizational Chart.