



Resource Officer

City of Miami Gardens, FL. (109,000)

Posted Date: 02/13/2014

Deadline: 02/28/2014, or until filled

Starting Salary: \$36,750 min. to \$45,939 mid. /DOQ

Nature of Work:

Performs a variety of skilled technical and administrative support tasks, in a typical office setting and in the field, related to the code enforcement of vacant and abandoned structures, and landlord permit under general supervision of the Development Services Administrator. Duties involve the protection of the health, safety, and welfare of the community through effective investigation and enforcement of the City code regulations & ordinances specifically as it relates to vacant and abandoned structures. The incumbent serves as the liaison to the City of Miami Gardens Police Department. Tact and diplomacy is used in explaining regulations to property owners, business owners and attorneys and some independent judgment in conducting investigative casework and in making effective recommendations for the resolution of enforcement issues. Duties include customer service, telephone answering, typing, word processing, data entry, record keeping, and filing. Performs other related duties as required, directed or assigned.

Minimum requirements:

High school diploma or equivalent required; Associate's degree preferred; Two (2) years of experience in investigation or enforcement of civil laws, zoning regulations, building and/or environmental nuisance codes, or solid waste disposal codes; or any acceptable related combination of training and experience required.

Crime Prevention Through Environmental Design (CPTED) training preferred. Must possess and maintain a valid Florida driver's license and satisfactory driving record throughout employment. Applicants must be able to work some holidays, weekends and evening hours.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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