Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 ▪ www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Compliance Officer

PAY RANGE: $28.00–$42.00

DEPARTMENT: Administration

JOB DESCRIPTION: Under direction of assigned supervisor, this role is responsible for interpreting and enforcing Tribal codes, ordinances, policies, and procedures related to public health and safety. This role ensures compliance with applicable health and safety regulations, including conducting field inspections, investigations, engagement with public, collecting relevant information, preparing reports, analyzing and interpreting applicable codes, ordinances, policies, and procedures to determine suitable enforcement measures, corrective action plans, up to issuing civil infractions.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non- Exempt

EMPLOYEE REPORTS TO: Compliance Manager

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- High School Diploma or GED Equivalent (Attach copy with Application)
- Associates Degree in Public Health, Environmental Health, or similar field *preferred.*

SKILLS:

- Must possess strong analytical and problem-solving skills to collect relevant facts, detect potential violations, and develop corrective action plans
- Must possess strong interpersonal and customer service skills to communicate effectively with the public, lessees, and organizations operating within the municipality
- Must possess strong communication skills and be able to communicate technical information and requirements clearly and accurately, both verbally and in writing
- Must be able to demonstrate sound independent judgment in evaluating and resolving complex issues and conflicts, ensuring effective and equitable outcomes
- Must have strong communication skills by phone, oral and written with the ability to compose business correspondence. (Test Required)
- Must be detail oriented, have excellent organization, record keeping and filing skills
- Proficient in accurately classifying and recording numerical data while maintaining comprehensive, reliable, and audit-ready records
- Must have advanced computer skills and proficiency in Microsoft Office Products

- Must be able to work independently and in a team environment to complete projects within the assigned deadlines

EXPERIENCE:

- Minimum of two (2) years' working experience enforcing codes, policies, procedures and ordinances
- Minimum of four (4) years' experience working in a public health, food safety environment

OTHER REQUIREMENTS:

- Possess or the ability to possess Certified Food Protection Manager (CFPM) Certificate
- Maintain a valid unrestricted Washington State Driver's License and proof of insurance
- Most possess knowledge of Tribal codes, ordinances, policies, and procedures pertaining to Quil Ceda Village
- Must be familiar with local, county, state and federal codes and policies with regards to Tribes
- Must be able to work any shift, day, swing, graveyard, and/or weekends, or holidays

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity of hands and fingers to operate a keyboard
- Hearing and speaking to exchange information in-person and on the telephone
- Sitting and standing for extended periods of time
- Seeing to read a variety of materials
- Mobility to bend, stoop, reach, climb stairs and ladders on an occasional basis
- Ability to lift and carry 40lbs on an occasional basis

SPECIFIC JOB PERFORMED:

- Investigate and resolve code violation complaints through thorough evaluation and issue appropriate response(s)
- Prepare and issue civil infraction notices in accordance with city codes and legal requirements, ensuring procedural accuracy
- Monitor and enforce compliance with food safety regulations, permits, and licenses issued by Quil Ceda Village
- Accompany Village staff or contractors during inspections and track compliance with applicable codes, ordinances, and policies
- Act as the Quil Ceda Village Health Official, accompanying food inspectors to identify sanitation code violations and issues corrective action plans
- Research, compile, and verify data related to code enforcement and compliance activities
- Maintain current knowledge of city codes, policies, and ordinances affecting Quil Ceda Village and Tulalip Tribes
- Interpret and recommend updates to the Quil Ceda Village codes and policies
- Provides administrative support for their maintenance
- Understand Quil Ceda Village zoning, Design Guidelines, and TTFC Property Management requirements to effectively communicate with customers, lessees, and departments

- Assist clients in person, by phone, or email with inquiries regarding city policies, codes, and procedures
- Effectively communicate codes, zoning, and property management information to customers, lessees, and departments
- Manage and evaluate claims involving damage to city property, collaborate with law enforcement and legal departments for resolution
- Process and evaluate forms, applications, and paperwork
- Compute statistical information as needed
- Prepare, assemble, distribute, and verify the accuracy and completeness of various documents
- Maintain professional competency through required training, seminars, and workshops to ensure an understanding of relevant codes, ordinances, and policies
- Comply with departmental procedures and assist in developing and maintaining processes to improve efficiency and effectiveness
- Exercise independent judgment to resolve complex issues and conflicts
- Perform other related duties as assigned

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, and special events and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.