



The City of Solana Beach Invites Applications for

SENIOR CODE COMPLIANCE OFFICER





THE ROLE

The City of Solana Beach is seeking a professional and highly skilled Senior Code Compliance Officer to join its Code Enforcement Division. This key role provides both leadership and advanced technical expertise in the enforcement of City ordinances and regulations. Under general supervision, the Senior Code Compliance Officer conducts and oversees complex field and office work related to zoning, building, health and safety, public nuisances, parking enforcement, business certificates, and related compliance matters.

If you are a motivated professional who takes initiative and is committed to maintaining a safe and well-kept community, we encourage you to apply and join the City of Solana Code Enforcement Division.

To view the full job description, please visit the following link:

[Senior Code Compliance Officer - Job Description.](#)

THE DIVISION & DEPARTMENT

The Code Enforcement Division, a division of the Community Development Department, works in partnership with residents, businesses, and City departments to maintain the safety, appearance, and overall quality of life in Solana Beach. Through education, outreach, and consistent enforcement, staff help community members understand and meet City codes while promoting a safe, healthy, and well-maintained environment. The Division plays a vital role in supporting the City's commitment to keeping Solana Beach a desirable place to live, work, and visit.

THE COMMUNITY

Incorporated in 1986, the City of Solana Beach is a General Law City with a Council-Manager form of government. The Solana Beach City Council consists of four members representing four separate Council Districts and a city-wide elected Mayor. Solana Beach is located along the northern coast of San Diego County and has 1.7 miles of coastline, covers 3.2 square miles and is about 95% built-out. The average winter temperature is 62 degrees and the summer average is 72. The City is bounded on the west by the Pacific Ocean, on the north by San Elijo Lagoon and the City of Encinitas, on the east by the unincorporated community of Rancho Santa Fe and by the 125 acre San Dieguito County Park, and on the south by the City of Del Mar (and the Del Mar Fairgrounds). Solana Beach has a population of approximately 13,500 – primarily residential. The community is home for many artisans, high tech business, and professionals.

QUALIFICATIONS

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory performance.

Education:

Equivalent to the completion of the twelfth grade supplemented by college course work in building inspection technology, administration of justice, public or business administration and/or compliance/enforcement or a related field. A bachelor's degree in a related field is desirable.

Experience:

Five (5) years of increasingly responsible journey level experience in municipal government code enforcement inspection or investigation, including public contact. Experience in construction inspection, law enforcement and fire inspection, along with three (3) years of supervisory experience.

Special Requirements:

Completion of P.C. 832 Arrest, Search and Seizure.

Completion of P.O.S.T. certified Basic Code Enforcement Officer Certificate within one year of employment.

Acquisition of American Association of Code Enforcement Certified Zoning Enforcement Officer and Certified Housing Enforcement Officer, I.C.B.O. Certified Building Inspector, and Fire Code Company Officer certificate(s) are highly desirable.



KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Principles and practices of field inspection, enforcement and documentation.
- Applicable federal, State, and local codes, ordinances, regulations, and policies governing building, land use, zoning matters, abandoned vehicle abatement, and public nuisances.
- Principles and practices of supervision, training and performance evaluation.
- Effective work management and organization methods.
- Law enforcement procedures and administrative techniques, evidence collection and case preparation, and municipal court procedures.
- Principles and practices of research, analysis, data compilation and effective report writing.
- Customer service and conflict resolution techniques.
- Computer equipment and software applications related to assignment.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Read, interpret, explain, and enforce the full range of codes, ordinances, and regulations related to assignment.
- Plan, organize, and supervise the work of subordinates; train, motivate, and evaluate assigned staff.
- Deal effectively and tactfully with the public and obtain compliance with City codes.
- Provide testimony and evidence in court proceedings.
- Keep detailed, accurate notes and records for potential litigation.
- Deal calmly with rude or angry people.
- Foster a teamwork environment.
- Collect, compile and analyze data; conduct research and assess needs; prepare clear and concise reports.
- Make presentations in meetings with government agencies, the public, staff and public officials.
- Drive City vehicles observing legal and defensive driving practices.
- Communicate clearly and concisely, both orally and in writing.
- Keep work related records using a desktop and/or handheld computer.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.

ADDITIONAL REQUIREMENTS

Physical Examination and Background Check:

Employment offers are conditional based upon the successful completion of a medical examination which includes drug and alcohol screening. Physicals are performed by the City's designated physician at the City's expense. The applicant selected will be subject to a criminal history investigation through the California Department of Justice (DOJ) and a thorough background check. A waiver for reference and background information must be completed.

Possession of a Valid California Driver's License:

Employees in classifications requiring possession of a valid California driver's license will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Special Requirements:

City of Solana Beach employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

COMPENSATION & BENEFITS

The Senior Code Compliance Officer is a FLSA non-exempt, hourly position and a member of the Miscellaneous Employees' bargaining group.

- Hourly: \$37.27 to \$49.96
- Bi-Weekly: \$2,981.60 to \$3,996.80

The City's benefits package includes:

- New CalPERS members will be enrolled under a 2% at 62 CalPERS retirement formula, and Classic members (as defined by CalPERS) will be enrolled under a 2% at 60 PERS retirement formula. Both formulas will be based on the employee's 3-year highest salary. The City does not participate in Social Security.
- The City will contribute \$1 for each \$1 contributed to a 457 Deferred Compensation Savings Plan by each employee, with an annual cap of \$2,000 per year. Employees must have an active 457 Savings Plan account with the City.
- The City provides up to \$1,890 per month in a Cafeteria Health Plan, which allows employees to purchase a medical insurance plan through the California Public Employees Retirement System (CalPERS). Dental and Vision insurance plans are also available. Opt-out option is capped at \$475 per month.
- Section 125 Healthcare & Dependent Care Flexible Spending Account.
- City paid Life Insurance is 1x annual salary.
- City paid Long Term Disability (LTD) insurance.
- Standard vacation, and sick leave provisions.
- Holidays: 13 full day holidays and 3 floating holidays per year.
- City Hall closure from December 24th through January 1st.
- Tuition Reimbursement: Up to \$2,000 per fiscal year.
- 9/80 work schedule with every other Friday off.
- Employees who successfully pass a bilingual performance examination may be eligible for bilingual pay of (\$100/month).

TENTATIVE RECRUITMENT SCHEDULE

This recruitment is open through Friday, November 6, 2026. All applicants are required to submit an online City application and resume.

View the full job description here: [Senior Code Compliance Officer- Job Description](#).

Submit your application online here: [City of Solana Beach Career Page](#).

For questions regarding the recruitment process, please contact the Human Resources Department at jgonzalez@cityofsolanabeach.ca.gov or cbelmonte@cityofsolanabeach.ca.gov

Applicants who are selected will be invited to continue in the recruitment process. All dates are tentative and subject to change without notice:

Oral Board Interviews: Tuesday, November 17th

Department Interviews: Week of November/December 1

Anticipated start date: January 2027

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Solana Beach does not discriminate on the basis of race, color, religious creed, physical or mental disability, medical condition, genetic information, marital status, veteran's status, sex, age, national origin or ancestry, or sexual orientation. If you feel you have a need for special testing arrangements due to a disability, please contact the Human Resources Department at (858) 720-2451. The provisions of this announcement do not constitute an expressed or implied contract. Provisions contained in this employment announcement may be modified or revoked without notice. All offers of employment are contingent upon the candidate successfully passing a pre-employment medical examination and drug screening as well as a criminal history investigation through the California Department of Justice.

