

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	02/2016
POSITION	TRANSIENT RENTAL SPECIALIST	MIN. HOURLY WAGE	\$18.3781
DEPARTMENT	CODE (24-01-524)		
JOB CODE	43615	GRADE	16T

PHYSICAL LOCATION:

- In any area of the City as assigned

REPORTING RESPONSIBILITIES:

- Director of Code or designee.

GENERAL FUNCTIONS:

- An employee in this class does both field and office work. He/she must bring to the job ability to research and interpret the transient rental ordinance(s) as well as complex zoning, licensing and other technical codes and ability to work with the public in a firm and fair manner that is non-threatening, polite and professional.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform duties of this description.
- Able to work a forty (40) hour work week and overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to deal with the public firmly and fairly, while remaining courteous and respectful.
- Able to remain polite and professional when subject to a confrontational situation.
- Computer literate and keyboard/mouse proficient.
- Able to navigate, on foot, over uneven terrain, sidewalks and other impediments.
- Able to drive a City vehicle.
- Able to see and hear well enough to perform the duties of this job description.
- Able to work shift hours occasionally.

EQUIPMENT TO BE USED:

- City vehicle, mainframe and personal computer, including Microsoft applications (word, excel), equipment necessary to perform job duties, telephone.

ENVIRONMENT:

- Inside and outside in all adverse weather conditions

PHYSICAL REQUIREMENT:

- Walking 45%
- Bending 5%
- Standing 20%
- Reaching 5%
- Climbing 10%
- Sitting 15%

DUTIES/TASKS/JOBS:

- Research and investigate the illegal renting of housing units on a transient basis.
- Compiling of all information on properties illegally being used as transient rentals.
- Develop evidence on individual cases.
- Issue code citations on illegal transient rental use.
- Work undercover to identify transient rental violations as defined in Key West Code of Ordinances.
- Perform detailed research on potential transient rental issues.
- Work closely with City Attorney's office to develop cases.
- Testify on the City's behalf.
- Provide required legal notices, etc for violation.
- Research and investigate complaints from citizens and inquiries from other departments of the City including but not limited to: Building, Sewer, Solid Waste, Storm Sewer and Revenue.
- Construct in writing Notice of Hearings and Notice to Appear.
- Prepare cases for Special Magistrate.
- Monitor cases for compliance, appearing in court when necessary.
- Review new and existing Code adoptions as mandated.
- Place stop work orders.
- Operate as Records Custodian for court cases and as an official representative of the City.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to establish and maintain effective working relations with co-workers and the general public.
- Ability to understand and interpret City ordinances in order to enforce them accurately and effectively.
- Ability to meet and work with the general public.
- Ability to explain and enforce regulations firmly, tactfully and impartially.
- Ability to work on a shift basis.
- Must have considerable knowledge and skill in use of internet research.
- Knowledge of the general principles and procedures of office work.
- Ability to keep records and prepare and submit reports.
- Good organizational skills.
- Four year degree in related area.
- Current Florida Driver's license.
- Ability to secure Florida Association of Code Enforcement Certification – Levels 1 to 4, as directed by City management.
- Meet eligibility requirements and criteria for certification as per Florida Statute, Ch. 468.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
3102 Flagler Avenue
Key West FL 33040
Telephone: (305) 809-3714**