

CLASS CODE	2217	GROUP	3
DEPARTMENT REVIEW	<i>[Signature]</i>	DATE	12-2-94
PERSONNEL APPROVAL	<i>[Signature]</i>		
EFFECTIVE DATE			12-7-94
SUPERSEDES	N. A.		

CODE ENFORCEMENT MANAGER

DEFINITION

This is responsible administrative and supervisory work in the enforcement of municipal and other related codes. Under direction, is responsible for planning, organizing, supervising and reviewing the work of professional, technical and clerical subordinates engaged in the enforcement of municipal and other related codes including zoning, land use, housing, litter, sanitation, parking, business license, vehicle and weed abatement, and other public nuisance code provisions. Work is reviewed for overall effectiveness through conferences and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, organizes, and directs the work performed by professional, technical and clerical employees engaged in a variety of code enforcement activities; develops and establishes work methods and standards; selects employees; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action; develops, implements, modifies and administers systems, policies, and procedures involving the city's property maintenance codes and other related nuisance codes; plans, supervises and reviews the development of special enforcement and public information programs which focus on the compliance requirements of city codes and ordinances; coordinates scheduling and staffing for follow-up procedures and communications with complainants, attorneys and property owners involved in code violation cases; consults with city attorney, city staff, property owners, law enforcement officials and fire officials; responds to more complex and sensitive citizen complaints, inquiries and requests for information regarding code enforcement violations and procedures; reviews and may participate in the preparation of cases for legal action and may appear in court to present testimony; serves in the process of appeals; makes presentations before the City Council, commissions and community organizations concerning municipal code enforcement; prepares and administers the division budget.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum:

Bachelor's degree in urban planning, public administration, business administration or related field; five (5) years of progressively responsible experience in code enforcement, zoning, business licensing, real property, construction management or housing inspections, including two (2) years of supervisory experience;

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Knowledges: knowledge of federal, state and local laws, and other related codes pertaining to zoning, building, housing and property maintenance regulations; knowledge of the judicial system and legal requirements related to enforcement and abatement procedures; knowledge of the municipal government process for the development and adoption of city codes and ordinances; knowledge of the principles and practices of personnel management; knowledge of the principles and practices of effective customer service;

Skills: skill in the use of a computer as a management tool;

Ability to: plan, organize and direct the work of subordinate personnel; read and interpret maps and legal descriptions of property; understand and interpret various code related matters; communicate effectively both orally and in writing in various situations including presentations before the city council and other groups; maintain records and prepare detailed statistical reports; make recommendations for proposed changes of land use, zoning and other related city codes; perform all essential job functions; establish, foster and maintain effective working relationships with other employees, officials and the public.

LICENSES/CERTIFICATES:

Valid California Class C driver's license and satisfactory driving record; successful completion of PC 832 course within six (6) months of employment.

Desirable:

Bilingual ability; master's degree in public administration, business management or related field.