

## **CODE ENFORCEMENT MANAGER**

### **DEFINITION**

Under administrative direction from the Director of Development, directs, manages, and supervises Code Enforcement personnel, activities, and operations; coordinates grant programs and activities with other divisions, outside agencies, and the general public; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a professional level managerial class that reports to the Director of Development. This position is distinguished from the Senior Code Enforcement Officer in that the incumbent is required to manage and supervise other technical and clerical staff and performs highly responsible, varied, complex tasks, and is required to utilize independent judgment in the specialized field of Code Enforcement.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, manages, supervises, and evaluates Code Enforcement staff, programs, and activities; reviews notices of code violations for conformance with applicable laws, ordinances, regulations, policies and procedures; represents the Director and Code Enforcement Division to the City Manager, City Council, Planning Commission, neighborhood associations, and other community based groups at various public forums and elsewhere, as assigned; plans, directs, and conducts major special studies and projects and supervises the preparation of reports, findings, and recommendations; assists in developing current and long range plans, including new and/or revised codes, to meet the City's current and future needs; supervises the preparation of cases; works with the City Attorney and makes presentations at hearings; monitors, formulates, justifies, and assists in the presentation of the Code Enforcement division budget, including establishment of Code Enforcement priorities and allocation of resources; directs the preparation and submission of required periodic and special operating reports, including reports recommending and prioritizing needed improvements; coordinates other major enforcement programs and/or activities as assigned; conducts staff training; reviews and evaluates employee performance and recommends disciplinary actions; attends and participates in professional group meetings, seminars, and conferences; promotes teambuilding; utilizes computer software programs efficiently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates City vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** - Graduation from a recognized college or university with a Bachelor's Degree in Urban Planning, Public Administration, Business Administration, Law Enforcement, or closely related field and three years of highly responsible experience in code enforcement, investigation, and/or inspection. Experience in a lead or supervisory capacity may be substituted on a year-for-year basis up to two years of the required education.

**Knowledge & Abilities - Knowledge of:** Principles of supervision and management; municipal codes, ordinances, rules, and regulations; legal processes; City, State, and Federal laws and requirements regarding health and safety; general law enforcement procedures, policies, and techniques as it relates to code compliance; enforcement and abatement procedures, legal and due process requirements; PC-832 rules of evidence and related procedures; legal documentation and research procedures; City services and organizational structure as they relate to code enforcement; effective customer service and public relations practices; principles and procedures of record keeping; methods and techniques of business correspondence and technical report preparation; modern office procedures, methods, equipment, including computers and supporting word processing and spreadsheet applications; occupational hazards and standard safety practices.

**Ability to:** Understand and interpret municipal codes, ordinances, rules, and regulations; diplomatically work with the public and other government agencies in the enforcement of ordinances and regulations; understand and utilize computerized and automated systems, including Microsoft applications; use logic while interpreting and applying policies and procedures; lead, coach, instruct, and motivate subordinates; handle multiple priorities; analyze information and prepare appropriate recommendations; develop, monitor, and control a department budget; review and evaluate employee job performance; foster a teamwork environment; estimate costs and materials; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices and safely operate a vehicle.

**Licenses and Certificates** – Must possess a valid California Class "C" driver's license. Must possess or be able to obtain a Peace Officer Standards and Training 832 Penal Code (P.O.S.T. 832 PC) levels II and III within 12 months of employment.

### **WORKING CONDITIONS**

Work is performed primarily in an office environment and in close proximity to other workers. Incumbent may be exposed to all types of field environmental conditions: Noise, vibrations, fumes, odors, and dust. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be physically and mentally able to efficiently perform the duties of the position with or without reasonable accommodation and without hazard to themselves or others. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

**APPROVED:**

  
Diana M. Ranney

**DIRECTOR OF HUMAN RESOURCES**

**DATE:** February 21, 2007

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.