CODE ENFORCEMENT MANAGER

DEFINITION
Under direction, manages and oversees Code Enforcement Division and supports community beautification by enforcing property, maintenance and zoning codes to eliminate health and safety hazards.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages staff engaged in code enforcement activities and promotes the property value and general welfare of the City by enforcing the City’s Municipal Code and Health & Safety Codes.
- Plans, coordinates, assigns and supervises inspection activities;
- Reviews and approves notices or citations prepared by subordinate staff;
- Determines ability to enforce violation and course of action;
- Performs field inspections; contacts property owners, departments and other agencies to discuss code violations and compliance with Municipal Codes;
- Conducts hearings for noncompliance of property maintenance violations.
- Prepares, and administering and monitoring Division’s budget, staff reports, requisitions and recommends selection of purchase for supplies and materials;
- Monitors and reviews progress, efficiency and quality of work activities;
- Evaluates performance of assigned staff;
- Recommends hiring, training and disciplinary action for assigned staff; conducts training and meetings;
- Implements Divisional rules and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of local, state, federal Zoning, Health & Safety Codes and regulations, budgeting and purchasing techniques and procedures,
- Skilled in prioritizing and scheduling code enforcement activities, providing and following oral and written communications, and in establishing and maintaining productive working relationships;
- Ability to perform and train other employees on essential duties, to supervise, delegate and evaluate work of assigned staff, and to effectively communicate verbally and in writing in English;
- Proficient in operating a personal computer to include MS Office software package and other industry related software;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion, vision to monitor, unsafe building and construction sites, hazardous chemicals and airborne exhausts and fumes.

QUALIFICATIONS
Certification or Associates Degree in Community Development, Urban Planning, or Code Enforcement AND five (5) years enforcing municipal or zoning codes with at least two years as a Senior Code Enforcement Officer OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.