

SENIOR CODE ENFORCEMENT OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, to supervise and coordinate the City's code enforcement program including the Uniform Housing Code, Uniform Building Code, Zoning Ordinance and Vehicle Abatement Program; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Coordinates the organization, staffing and operational activities for the City's code enforcement program including the Uniform Housing Code, Uniform Building Code, Zoning Ordinance and Vehicle Abatement Program; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; receives and screens the more complex code complaints and investigates or coordinates investigations with appropriate personnel; responds to staff requests for code enforcement assistance; assists in the resolution of neighborhood conflicts concerning code enforcement issues; provides information to the public regarding code enforcement policies and procedures; interprets and explains City codes and ordinances; develops and coordinates public information programs for special code enforcement projects; selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; analyzes, evaluates and interprets new City codes and procedures; coordinates code enforcement activities with other departments; participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a municipal code enforcement program.
- Municipal codes and zoning ordinances including the Uniform Housing Code, Uniform Building Code, Zoning Ordinance and Vehicle Abatement Program.
- Principles and practices of code enforcement.
- Legal aspects of code enforcement.

- Methods and techniques of public relations.
- Principles of supervision, training and performance evaluation.
- Principles of municipal budget preparation and control.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Interpret and enforce the provision of applicable codes, ordinances and regulations.
- Respond to requests and inquiries from the general public and interpret applicable municipal codes.
- Resolve tense situations with tact and diplomacy.
- Develop and coordinate public information programs for special code enforcement projects.
- Analyze, evaluate and interpret new City codes and procedures.
- Coordinate code enforcement activities with other departments.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING QUALIFICATIONS

Experience: Three years of increasingly responsible code enforcement experience including some supervisory responsibility.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in code enforcement or a related field.

License or Certificate: Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Field environment; travel from site to site; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; speaking and hearing to exchange information.