



## Code Enforcement Manager

Job Code: 1844

Originated:

Salary Grade: 1506

FLSA: Exempt

Revised: 9/2006

EEO Code: 21

Supervisory: Yes

HR Ordinance Status: Unclassified

### CLASS SUMMARY

The fundamental reason the Code Enforcement Manager exists is to oversee the day-to-day administration of the code inspectors and senior code inspectors and to implement a citywide neighborhood revitalization effort in the Citizen and Neighborhood Resources Department.

### DISTINGUISHING CHARACTERISTICS

This classification does supervise. Work is performed under general direction by the Neighborhood Services and Preservation Director. The Code Enforcement Manager is distinguished from the Senior Code Inspectors by developing and managing the activities of the entire work section.

### ESSENTIAL FUNCTIONS

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Directs and participates in the development of the code enforcement work plan, assigns work activities, projects and programs, monitors work flow and balances workload of the code enforcement staff.
- Selects, trains, motivates and evaluates staff, works with staff to correct deficiencies, and implements necessary disciplinary procedures.
- Receives complaints and referrals pertaining to ordinance violations, assigns to appropriate staff and assists staff with investigating complex cases. Signs criminal complaints and testifies in court when required.
- Supervises the record keeping of inspection and abatement actions, prepares cases for the City Attorney's Office and City Council including history, facts and photographs.
- Develops and tracks performance measures; drafts new ordinances, ordinance modifications and policy statements.
- Responds to the media requests.
- Coordinates inspections and dispositions of cases with other City departments and outside agencies. Prepares and presents ordinance violation cases before appropriate advisory and appeals boards.
- Communicates daily with individual citizens, community organizations, City Council members and staff interpreting, analyzing, and resolving difficult neighborhood issues.

Job Title: Code Enforcement Manager

Job Code: 1844

Page 2

- Develops and implements programs to generate citizen involvement in property maintenance and neighborhood improvement efforts.
- Conducts special projects as assigned.
- Provides clarification and assistance to the general public and City departments on nuisance and zoning ordinances and investigates and resolves problems. Participates and advises liquor license and special events committees.
- Prepares and makes presentations relating to the City's code enforcement program to the City Council and community groups. Makes quality oral and written presentations of administrative issues and makes recommendations.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

City zoning codes, ordinances, regulations and their procedures and purposes  
Housing codes and administrative enforcement principles and practices  
City geography  
Microsoft Office software applications such as Word, Excel, PowerPoint

#### **Ability to:**

Establish and maintain effective working relationships with City officials, co-workers, citizens, and business owners  
Foster and nurture community partnerships  
Communicate effectively, both orally and in writing, using proper sentence construction, punctuation and grammar  
Work patiently and tactfully with a diverse customer environment  
Read and interpret ordinances, observe conditions, determine compliance, enforce regulations firmly, tactfully, and impartially, communicate in person with the public and staff  
Prepare and administer related budgets

### **Education and Experience**

Any combination of education and experience equivalent to a Bachelor's degree in Planning, Public or Business Administration or a related field, and four years of recent experience in neighborhood preservation and revitalization with a focus on zoning enforcement and code compliance required. Recent experience managing and leading professional, technical, and clerical personnel required. Must obtain AACE Certification within one year from date of hire.

### **Licensing and Other Requirements**

Must possess and maintain a valid Arizona Drivers License with no major driving citations in the last 39 months.

## **SUPERVISION RECEIVED AND EXERCISED**

Work is performed under the general direction of the Neighborhood Services and Preservation Director. This classification does supervise.

Job Title: Code Enforcement Manager

Job Code: 1844

Page 3

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Operates a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm, or hand movement.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*