



## JOB DESCRIPTION

---

# **CODE COMPLIANCE MANAGER**

## **DEFINITION**

Under general supervision of the Director of Community Development, manages the Code Compliance Division in the Department of Community Development. The Code Compliance Manager administers the receipt and investigation of complaints regarding City's Municipal Code, and other related codes, including zoning, signs, land use, property maintenance, business license, animal control, mobile home parks, public nuisances, etc.

## **CLASS CHARACTERISTICS**

The position is a key element of the City's planning and zoning implementation on programs. Incumbent manages the daily activities of the Division and participates in the performance of the more complex inspections and investigations.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

1. Develops and implements the goals, objectives, policies and priorities of a comprehensive Code Compliance Program.
2. Directs, coordinates and manages the day-to-day distribution of assignments and case loads.
3. Handles the most complex case loads relating to violations of the Municipal Code and other related codes including Title 25 of the California Code of Regulation and other related State codes.
4. Receives and responds to complaints or inquiries regarding zoning, signs, land use, business license, animal control, mobile home parks, public nuisances, etc. explains code requirements, established policies and procedures; may develop alternative methods to achieve code compliance in accordance with established guidelines.
5. Prepares case files requiring the establishment of legal owner/responsible party, the verification of the parcel address or description, and other information necessary to conduct investigation and enforcement action.
6. Participates in the conduct of site visits; documents violations by securing photographs and recording other pertinent data; surveys and investigates on weekend patrol as directed.
7. Prepares Notices of Violation and Public Nuisance, routine correspondence and reports; issues infraction and misdemeanor citations, administrative citations and fines; assists in the conduct of follow-up procedures including the preparation of additional correspondence, site visits, communications with complainants, attorneys, and property owners involved in code violation cases.
8. Investigates and enforces the City's ordinance regulating the parking of vehicles within the City limits, including recreational and commercial vehicles.
9. Provides assistance to the public, assists other department staff involved in related activities, and provides the City Attorney with needed support for cases requiring legal remedies.



## JOB DESCRIPTION

---

10. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

## QUALIFICATIONS/GUIDELINES

### Education and/or Experience

Any combination of education and /or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include five years of increasingly responsible supervisory and administrative experience in municipal enforcement, inspection or investigation. A bachelor's degree from an accredited college or university with major course work in business or public administration, planning, law enforcement or a related field is required. Code enforcement supervisorial experience is ~~also~~ desirable.

### Knowledge, Skills and Abilities

Working knowledge of the organization and functions of the various agencies involved in planning, zoning and land use process; related federal and state laws, ordinances, rules and regulations. Ability to interpret and explain related federal and state laws, ordinances, rules and regulations; conduct research and compile data; work effectively in the absence of supervision; use correct English grammar, punctuation and spelling; communicate effectively both orally and in writing; compose correspondence; read and interpret maps, plans and legal descriptions; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships. Ability to communicate effectively with City Council relating to code compliance cases.

### SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate California driver's license and a satisfactory driving record. Possession of a PC 832 Certificate.

RAS:snrevised8-5-09