

CODE ENFORCEMENT SUPERVISOR - CRA

DEFINITION

Under general supervision to supervise, and participate in the code enforcement activities; to enforce the City codes, ordinances and regulations including zoning and building codes; to represent the City in official proceedings and code enforcement matters; to provide public information to the public; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for the administration of code enforcement activities and coordinating and overseeing the work of staff assigned to the code enforcement program. Responsibilities include performing the more complex inspection, enforcement, and investigation of complaints.

EXAMPLES OF DUTIES

Provides supervision and work coordination for staff assigned to code enforcement activities; supervises and participates in the processing of permit applications and coordinates inspections; performs patrol and conducts field investigations to insure compliance with various licenses, permits, and regulations; enforces City ordinances; writes reports on violations of business license, zoning, building codes, violation of zone variances, conditional use permit, and other City ordinances; provides technical advice on handling the more difficult enforcement cases; provides information to public on zoning and other code provisions; prepares public relations material for dissemination; makes recommendations on matters of general practice involving the conduct of code enforcement and related city programs; processes complaints and referrals of code violations; prepares and reviews investigative reports and violation histories; provides testimony in court; attends City Prosecutor and District Attorney conferences; processes business license applications for occupancy permits and makes occupancy permit inspections; assists other Departments with enforcement problems; coordinates the code enforcement activities with other city departments, property owners and tenants to bring property into compliance; analyzes municipal zoning code revisions/amendments; makes presentations to the Planning Commission and other groups of people; represents assigned functions with City staff and other governmental agencies as delegated

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SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Possession of a Basic Code Enforcement Officer Certificate as issued by a recognized Code Enforcement Association or ability to obtain within one year of appointment . Intermediate and Advanced Certification highly desirable.

Possession of PC 832 certification or ability to obtain within one year of appointment.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of code enforcement, including some familiarity with criminal law and enforcement.
- Principles of supervision and training.
- Municipal and county codes relating to planning, zoning, building construction, health, housing, business licensing, safety and general welfare.
- Law enforcement procedures and administrative techniques related to code enforcement and preparation of case for prosecution in municipal court.
- Use of automated equipment and software related to office support functions.
- Inspection methods and techniques.
- Recordkeeping and report preparation.
- Research methods and procedures.

and

Ability to:

- Coordinate and oversee the work of staff assigned to code enforcement.
- Provide supervision, training, and work evaluation for staff.
- Perform inspections and enforce housing, land use, zoning, and nuisance ordinances in a firm, consistent manner.
- Observe and record findings during investigations.

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EMPLOYMENT STANDARDS - (cont.)

- Recognize problems and make effective recommendations for their correction.
- Maintain and update computerized records, logs, and reports.
- Develops a City-wide code enforcement case monitoring system.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to zoning.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations
- Effectively represent the code enforcement functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College course work from an accredited college or university in urban planning, public administration, law enforcement, or closely related field.

Work Background: Three years of journey level experience in planning, code enforcement, or investigating work which included interpreting land use regulations , code enforcement, and neighborhood preservation. Supervisory experience highly desirable.

October 2004 (Res. # 04-80)