



## EMPLOYMENT OPPORTUNITY

### **Code Enforcement Manager**

**Salary:** \$ 7,017 - \$9, 914 Monthly

**Job Type:** Full Time

**Department:** Code Enforcement Department

**Benefits:** Benefits Eligible

#### **The Position**

Under the direction of the Assistant Town Manager or Assistant Director of Community Development, the Code Enforcement Manager plans, organizes, manages, and provides direction to assigned functions and activities of the Code Enforcement Department; coordinates assigned activities with other Town departments, outside agencies, and the public; fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies, and various public and private groups; and performs related work as required.

#### **Job Functions**

- Assist in the management, development, and implementation of goals, objectives, policies, and priorities for the Code Enforcement Department; recommends, within Departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Plans, manages, and oversees the daily functions, operations, and activities of the Code Enforcement Department.
- Assists in development and standardization of procedures and methods to improve the efficiency and effectiveness of Code Enforcement programs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships.
- Manages and coordinates the work plan for the assigned staff; meets with staff to identify and resolve problems; ensures coverage of staff for all shifts and assignments; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates service delivery, methods, and procedures.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Attends and participates in professional group, committee, and task force meetings; stays abreast of new trends and innovations in Code Enforcement administration.
- Serves as a liaison with private and public organizations and Town, other city, county, and state agencies to address any problems, implement legal regulation changes, or determine the distribution of funds.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding Code Enforcement programs; and answers specific and general questions.
- Monitors changes in laws, regulations, and technology that may affect Town or Departmental operations; recommends policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and complex reports on special projects as assigned.
- Participates on and makes presentations to the Town Council and a variety of boards and commissions.
- Updates Town website with upcoming events related to Code Enforcement programs.
- Maintains and directs the maintenance of working and official Departmental files.
- Prepares and manages department budget; monitors and approves expenditures; implements adjustments.
- Performs other duties as assigned.

#### **Qualifications**

Five (5) years experience in the enforcement and communication of codes, ordinances and regulations with two (2) years of considerable supervisory or administrative experience in municipal government. Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration or a related field is highly desired.

#### **Licenses/Certifications:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Completion of PC 832 Peace Officers Training class.
- California Association of Code Enforcement Officers (CACEO) Supervisory Certification obtained within 1 year of employment.

## Selection Process

A completed Town employment application is required by the close of recruitment. **Recruitment will close on July 20, 2018 at 5:30 pm.** The successful candidate must pass a physical exam and Department of Justice background check. Applications are available at Town of Apple Valley, located at 14955 Dale Evans Parkway, Apple Valley 92307, or by visiting the jobs page of [www.applevalley.org](http://www.applevalley.org). Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to [humanresources@applevalley.org](mailto:humanresources@applevalley.org). The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.