

CITY OF GLENDALE

TITLE: Assistant Code Compliance Director **CLASS CODE:** 506

REPORTS TO: Code Compliance Director **GRADE:** 33

DEPARTMENT: Code Compliance **FLSA:** E

JOB SPECIFICATION DATE: December 7, 2011 kad

JOB SUMMARY

Assists in planning, organizing and managing the activities and staff of the Code Compliance Department. Responsible for the compliance of City code and ordinance requirements.

ESSENTIAL FUNCTIONS

1. Assists in establishing departmental objectives and performance measures to align with city strategic initiatives.
2. Directs and manages supervisory staff responsible for department inspections staff.
3. Coordinates activities with other departments/divisions and outside agencies to ensure compliance with city codes, ordinances and other regulations.
4. Investigates and resolves complex or sensitive issues related to employees, citizens or code compliance.
5. Provides information to City Council, City Manager and citizens regarding Code Compliance related codes, ordinances and policies.
6. Compiles and prepares quarterly reports, CDBG applications, and other established reports within established deadlines.
7. Researches, interprets and applies city codes, ordinances and other rules and regulations.
8. Represents the department on various task forces and committees at the city and state level.
9. Provides development opportunities for Code Compliance staff.
10. Manages the department's Requests for Service (RFS).
11. Reviews and updates department policies and procedures and ensures proper implementation and staff compliance.
12. Manages the department's volunteer program including recruitment, retention, coordination with Human Resources and development of volunteer work schedules.
13. Represents the department at council district meetings, organized neighborhood meetings and other public forums.
14. Serves as Code Compliance Director in his/her absence.
15. Performs other related duties as assigned

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Principles and practices of public administration
- Code and zoning ordinance interpretation and application
- Public Administration budgeting and accounting
- Principles and practices of building and safety inspections

Ability to:

- Plan and organize the work of a program area
- Effectively supervise, train and develop staff
- Establish and maintain effective working relationships with government officials, committees, citizen action groups and other city departments
- Deal effectively with difficult situations; solve problems and complaints
- Communicate effectively verbally and in writing
- Read, interpret, explain and apply city codes, ordinances, policies and regulations

WORKING CONDITIONS

Office setting and some field observations/contacts

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration or a related field and five years progressively responsible experience in code or zoning related interpretation or application programs, and two years supervisory experience.

Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's License