

CITY OF GLENDALE

TITLE:	Code Compliance Director	CLASS CODE:	511
REPORTS TO:	Deputy City Manager Community Services	GRADE:	53
DEPARTMENT:	Code Compliance	FLSA:	E
JOB SPECIFICATION DATE: March 3, 2006 cm			

JOB SUMMARY

Plans, organizes, and manages the activities and staff of the Code Compliance Department. Responsible for the compliance of City code and ordinance requirements.

ESSENTIAL FUNCTIONS

1. Plans, organizes, and manages and evaluates the activities and staff of the Code Compliance Department.
2. Manages the compliance of the City's code and ordinance requirements; establishes schedules and methods.
3. Manages the development of the code compliance program work plan; assigns work activities and projects; develops and implements new programs.
4. Provides information to assist the City Council and City Manager in making decisions regarding enhancement of neighborhoods.
5. Manages the production of media releases, brochures, pamphlets, reports and other publications to develop and promote public awareness and a positive public image.
6. Coordinates activities with other departments and outside agencies to ensure compliance with city codes, ordinances and other regulations.
7. Develops and administers the department's budget; monitors and controls expenditures.
8. Assists staff with resolving complex compliance related issues.

SECONDARY FUNCTIONS

9. 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, ordinance, 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 experience in the management of code or zoning related interpretation or application programs, and two years supervisory experience.

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

SPECIAL REQUIREMENTS

Valid Arizona Driver's License