



City of Irving Job Description

Code Enforcement Director

FLSA Status:	EXEMPT	Job Department:	Code Enforcement
Job Code:	1N11	Reports To (Job Title):	Assistant City Manager

PURPOSE

Support the City's vision and mission and contribute to the execution of the Strategic Plan initiatives to improve the appearance of corridors, neighborhoods, and the City. Lead the operations of the following divisions: Property Codes; Multi-Family; Corridors; Administration; and, Vector Control. Oversee, implement, and recommend amendments to the Codes and Ordinances throughout the City, and develop and implement policies, programs, and procedures and establish goals to ensure City & department's mission, vision, and values statements are implemented.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop, implement, and monitor the Strategic plan, policies, and procedures; set goals and ensure the City's mission, vision, and value statements are met in the department.
- Develop and enforce the City's Codes and Ordinances, which minimize the risk to life, property, and public welfare.
- Provide administrative and technical direction and supervision to the Code Enforcement Department, which includes Multifamily, Property Codes, Vector Control, and Administrative divisions.
- Provide oversight of enforcement initiatives for building standards, multifamily, hotel/motel, manufactured home parks, and property and zoning codes.
- Oversee the development and monitoring of the departmental budget(s).
- Supervise staff hiring, staffing, directing, motivating, evaluating, training, counseling, discipline, promotion, and termination.
- Provide guidance and leadership to subordinates pertaining to workforce, customer focus, strategic planning, measurement, and analysis.
- Direct the scheduled purchase and maintenance of 20+ field operational vehicles.
- Attend and participate in a wide variety of meetings of staff, management, City Council, citizens' group, boards, committees, etc.
- Oversee the development of written departmental policies and procedures, business practices, SOPs and review City of Irving policies with leadership team.

OTHER DUTIES AND RESPONSIBILITIES

- Staff liaison to Board of Health.
- Manage Dallas County Health and Human Services inter-local agreement.
- Manage local health authority professional services agreement.
- Goal 4 Team Member.

- Cross Functional Team Lead and/or participation as needed.
- Provide public presentations.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 100 employees.

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 20-30 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Manage the Code Enforcement Departmental and Vector Control Program Budgets totaling over \$2 million dollars.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's Degree in Business Administration, Public Administration, or a related field.

EXPERIENCE

- At least five (5) years of related experience, including five (5) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- International Zoning Code Certification – ICC
- Certified Code Enforcement Administrator – ICC
- International Property Maintenance Code Certification – ICC
- Master Code Enforcement License – ICC/AACE
- Licensed Code Enforcement Officer with the State of Texas
- Appropriate valid Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Building Plans: Techniques and principles involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Plumbing & Mechanical Inspections: Plumbing & mechanical codes, practices, and methods.
- Electrical Inspections: Codes, procedures, and methods for accurate and effective electrical inspections.
- Municipal Property Code Enforcement: Laws, standards, and procedures for bringing and keeping properties into compliance with City applicable property codes.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office / Industry Software: Current word processing, presentation, spreadsheet, database, and CAD programs used by the City.
- Office Systems: Administrative / clerical procedures and systems such as word processing systems, filing & records management systems, and other office procedures and terminology.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Customer Service Management: Principles and processes for providing customer and personal services, including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Organizational philosophy as it pertains to leadership, team building, workforce, results, measures, customer focus and fiscal responsibility.
- Baldrige Criteria for Performance Excellence.

SKILLS AND ABILITIES IN

- Functional & Project Leadership: Managing and leading a project and a team, which includes working within a team to develop a vision, set appropriate goals and strategies, and achieve goals through effective leadership and management.
- Project System Ability: Managing multiple complex projects while working with a variety of software packages, tasks, and projects at the same time.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Team Leading/Building: Applying leadership techniques and facilitating large & small groups.
- Active Learning: Working with new material or information to grasp its implications.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Information Organization: finding ways to structure or classify multiple pieces of information.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, with a variety of groups, so others will understand
- Interactive Presentation: Effectively presenting information to groups & responding to questions.

- Reading Comprehension: Reading and interpreting documents, contracts, and ordinances.
- Management of Personnel and Resources: Training, motivating, developing, directing, mentoring, coaching, and disciplining.
- Performance Assessment & Goal Attainment: Producing Measurable & Reportable results.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

City Council members; media; Building & Standards Commission members; developers; committee members; volunteer groups; neighborhood associations members; property/business owners; Texas Department of Health; Building Professionals Institute; Sign Companies; Contractors; Las Colinas Association; Dallas County Appraisal District; Dallas County Utility and Reclamation District; residents; and, vendors.

EQUIPMENT AND PROPERTY

Computer, fax machine, printer, scanner, cell phone, phone system, 2-way radio, copier, automobile, various city-wide and department-specific software programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is expected to listen, sit, see, stand, walk, talk, and think.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.