



City of Irving Job Description

Code Enforcement Manager

FLSA Status:	EXEMPT	Job Department:	Code Enforcement
Job Code:	0N101	Reports To (Job Title):	Code Enforcement Director

PURPOSE

Oversee and manage assigned divisions' operations by developing and implementing ordinances, policies, and procedures that help to ensure the department adheres to its mission, value and vision statements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Manage and provide oversight to programs of assigned divisions of the Code Enforcement department.
- Maintain policies and procedures.
- Participate in the development and implementation of new ordinances to enhance the ability to minimize the risks to life, health, property and public welfare; provide ordinance interpretation.
- Participate in hiring, motivating, evaluating, training, counseling, discipline, etc.
- Maintain divisional updates related to goals in the city's strategic plan on which the department may have an impact.
- Participate in budget development and monitoring process.

OTHER DUTIES AND RESPONSIBILITIES

- Providing functional and technical assistance to department staff.

SUPERVISORY RESPONSIBILITIES

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 8 employees.

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 8 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Assist in managing the Code Enforcement budget of over \$2 million..

QUALIFICATIONS:

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

EDUCATION

- Equivalent to a Bachelor's Degree from an accredited college or university in a related field of study.

EXPERIENCE

- Minimum five (5) years of related experience required
- Two (2) years of supervisory experience desired.

CERTIFICATES, LICENSES, REGISTRATIONS

- Code Enforcement License – State of Texas
- Applicable International Code Certifications would be beneficial.
- 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.
- Municipal Property Code Enforcement: Laws, standards, and procedures for bringing and keeping properties in compliance with City applicable property codes.
- Office Software: Current word processing, presentation, spreadsheet, database, and programs used by the City.
- Office Systems: Administrative / clerical procedures and systems such as word-processing systems, filing & records management systems, form design principles, as well as other office procedures and terminology.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Customer Service: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Accuracy: 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 with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Basic & Applied Math: Adding, subtracting, multiplying, or dividing quickly, as well as applying concepts such as fractions, percentages, ratios, and proportions.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Various other City Departments in the normal course of business - including, but not limited to Police, Fire, Information Technology, Water Utilities, Inspections, Fleet Operations, Purchasing, Finance. Responds to City Council inquiries and questions.

Externally, interaction with business owners, residents and commercial property owners is required when taking complaints/concerns, responding to questions concerning regulations, policies, updates on activity, and licensing and fees. Additionally, engages with regulatory Professionals from other jurisdictions on benchmarking, as well as for networking and assistance / exchange of information.

EQUIPMENT AND PROPERTY

Computer, cell phone, and radio.

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 constantly is required to listen and see. Frequently, s/he is required to balance, carry, grasp, handle, feel, kneel, lift up to 50 pounds, pull, push, sit, stand, stoop, talk, and/or walk. S/he occasionally is required to reach and drive a vehicle.

WORK ENVIRONMENT

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

Typical office environment; the noise level in the work environment usually 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.