
**TEMPLE CITY
CLASS SPECIFICATIONS**

CODE ENFORCEMENT SUPERVISOR

DEFINITION:

Supervises the day-to-day operations of the Code Enforcement program. Coordinates and monitors code compliance actions, programs, and studies involving the efforts of different departments, agencies, groups, and individuals.

EXAMPLES OF DUTIES:

Supervises the day-to-day operations of the Code Enforcement Program which is in the Community Development Department. Supervises the daily activities of subordinate staff. Recruits, trains and conducts performance evaluations for staff. Ensures that compliance staff responds and meets the Department's customer service objectives, standards, goals, and follows procedures and policies of the Department. The Code Enforcement Supervisor plans and coordinates code compliance projects, studies, and actions involving the efforts of multiple departments and outside agencies, and serves as liaison between City Departments and the City Prosecutor regarding code compliance cases requiring legal action.

The Code Enforcement Supervisor implements methods and goals developed for proactive community outreach, and educational programs pertaining to code compliance efforts; develops and monitors a city-wide code enforcement case monitoring system; assists in mediations and disputes between neighbors, businesses, and residents in the City. Responds to and investigates complaints; and pro-actively surveys the city regarding violations of the Municipal Code, pertaining to zoning and land use regulations, garage sale regulations, property maintenance standards, noise regulations, sign regulations, and the City's housing and dangerous building codes.

The Code Enforcement Supervisor conducts field checks; and monitors certain businesses and properties relative to a variety of mitigation measures imposed as part of the discretionary zoning/land use process, issues citations in the course of code compliance activities, as needed. Prepares and responds to correspondence pertaining to code enforcement matters, including Notices and Orders to Comply, Abatement Notices, and requests for information.

DESIRABLE QUALIFICATIONS

Knowledge of: The principles and practices involved in mediation and conflict resolution, field inspection techniques, land use principles and practice; legal issues related to arrest, inspection, and abatement warrants; summary and nuisance abatement methods; right-of-entry procedural and substantive due process of law; procedures and methods involved in investigation violations; and preparation of cases for prosecution.

Ability to: Plan, lead, and coordinate the work activities of assigned staff; develop and participate in educational programs; interpret and apply policies and regulations; communicate City policies in a courteous and effective manner; establish and maintain effective and cooperative working relationships with City employees, private businesses and the general public; resolve conflicts and effect solutions to problems; effectively plan, organize and perform work under general direction; execute written and verbal instructions; supervise personnel; collect and analyze data; and prepare reports in a concise and logical manner. Must possess advanced writing and oral communication skills.

Education and Experience: Coursework in an accredited college or university in public administration or a related field, and two years of practical experience performing management level administrative support services for a public agency.

OTHER QUALIFICATIONS:

- Possession of a Class C driver license
- Possession of a valid P.C. 832 P.O.S.T. certificate
- Successful completion of the California Association of Code Enforcement Officers (C.A.C.E.O.)
- Ability to lead, manage, and supervise.
- Ability to operate a computer and applicable software applications, calculator, telephone, cell phone, or portable radio.
- Ability to make oral presentations, including public presentations and workshops.
- Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.
- Ability to prepare detailed narrative reports, perform complex numerical analyses and sort/file documents.
- Ability to perform extensive and/or repetitive strenuous physical activity including:

walking, standing and jogging for extended periods of time of 1 hour or more at a time; the lifting, pushing or pulling of moderate weight (up to 100lbs); ability to climb ladders, stairs and inclines.

- Ability to get from one location to another in the course of doing business.
- Ability to sit for up to two hours at a time.
- Ability to speak Mandarin is preferred, but not required.
- Ability to deal with potentially difficult and hostile individuals in a safe and civil manner and to diffuse tense situations.

