



Class Code: 139
WP Code: Comm Presv PM
Established: 02/2020
Revised: _____
EEO Code: PROF

City of Newark, California

CLASS SPECIFICATION

COMMUNITY PRESERVATION MANAGER

DEFINITION: Under administrative direction, manages, supervises, assigns, reviews, and participates in the operations and activities of the City's Community Preservation program within the Community Development Department.

DISTINGUISHING CHARACTERISTICS: This class provides professional and general administrative lead direction and supervision for the Community Preservation program, including implementing City activities related to setting and ensuring compliance with applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern; to ensure work quality and adherence to established policies and procedures; to perform the more technical and complex tasks relative to assigned area of responsibility; and to perform other related duties as required.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plans, directs, coordinates and reviews the work plan for code enforcement staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

Reviews and edits work of staff, including letters, reports, logs, evaluations, and other written correspondence.

Selects, trains, motivates, supervises, and evaluates code enforcement personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Prepares and manages the Section's budget, including forecasting funds needed for staffing, equipment, materials, and supplies; monitoring and approving expenditures, and implementing adjustments.

Serves as the City's representative to interpret municipal code violations, determine public nuisances, and issue civil fines when administrative remedies are employed to gain code and permit compliance.

Manages the development of goals and objectives for programs; recommend and administer policies and procedures.

Identifies opportunities for improving service delivery methods and procedures; recommend, within departmental policy, appropriate services and staffing levels.

Responds to and handles difficult compliance cases regarding municipal code provisions and explains City regulations to City officials and the public relating to building, zoning, land use, planning, and related issues.

Serves as a liaison for the code enforcement section with other divisions, departments, and outside agencies.

Provides responsible staff assistance to the Community Development Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Code Enforcement programs, policies, and procedures as appropriate.

Responds to council, staff, and the public as appropriate.

Attends and participates in professional group meetings; stays abreast of relevant issues and changes to codes, ordinances, laws and regulations.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive municipal code enforcement program.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations including current land use, zoning, municipal, and applicable building codes as they apply to code enforcement.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Court documents and procedures including procedures for citation issuance and obtaining various types of inspection warrants.
- Effective customer service and public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

Ability to:

- Oversee and participate in the management of a comprehensive code enforcement program.
- Respond to requests and inquiries from the general public and resolve code related issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.

- Participate in the development and administration of division goals, objectives, procedures, and budget.
- Read and interpret data, maps, plans, and legal descriptions.
- Maintain work records and compile operating, budget, and program or activity reports.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Manage sensitive and confidential issues.
- Prioritize tasks and meet deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Represent the City in a professional manner in dealing with staff, citizens, news media, and other agencies and groups.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education/Training: A Bachelor's degree from an accredited college or university with major course work in planning, public administration, business administration, law enforcement or a related field.

Experience: Five years (full-time equivalent) of increasingly responsible code enforcement, investigative, and/or inspection experience including two years (full-time equivalent) of administrative and supervisory responsibility.

License of Certificate:

- Possession of an appropriate, valid driver's license.
- Possession of any combination of certifications are highly desirable including those from the California Association of Code Enforcement Officials (CACEO), California Association of Code Enforcement (CACE), American Association of Code Enforcement (AACE) or certification as a Zoning Enforcement Officer, and/or Property Maintenance and Housing Inspector.

Special Requirement: Ability to work weekends, evenings and attend special events as needed is required.

Probationary Period: 12 Months

FLSA: Exempt