



# City of Newark

## *Position Announcement*

### **Community Preservation Manager**

#### **Regular Full-Time**

#### **THE POSITION**

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.

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.

#### **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.

## HOW TO APPLY

**Interested candidates must apply online at CalOpps via [www.calopps.org](http://www.calopps.org) and are encouraged to submit their resume.**

**First review of applications is March 4, 2020 or when the first 100 qualified applications are received, whichever comes first.**

**The position will remain open until filled.**

<https://www.newark.org/departments/human-resources/employment-opportunities>

Please be sure to fill out the required City application completely, including all relevant work experience. **If a resume is submitted, please do not refer to the resume in lieu of fully completing the application.** You may make additional copies of the application, as necessary.

Following the deadline to apply date, employment applications, supplemental questionnaires, and resumes will be screened according to the qualifications outlined in this announcement. The most qualified candidates will be invited to interview with the City, **date to be determined.**

An eligible list will be established as a result of this selection process and will be valid for a period of six months. The list may be extended up to a maximum of two (2) years. The Community Development Department will review the Eligible List to determine candidates to continue in the department selection process.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the applicant will be required to submit to a pre-employment medical examination. Applicants must be successful in all phases of the selection process to be considered for this position.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the review date for accommodation requests. In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

## COMPENSATION & BENEFITS

### SALARY: \$7,896 to \$11,448 per month

- **Health Insurance:** The City contributes the following amounts towards health and welfare benefits:
  - Employee only: \$844 per month
  - Employee + 1 dependent: \$1,687 per month
  - Employee + 2 or more dependents: \$2,228 per month

Employees may “cashout” up to \$450 per month of any money not used for the purchase of employer offered benefits. Any “cashout” will be paid to the employee in taxable compensation.

- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRA members. The City does not participate in Social Security. The City participates in Medicare.
- **General Leave:** 184 to 264 hours of general leave accrual each year, depending on length of service.
- **Management Leave:** Up to 40 hours per fiscal year.
- **Holidays:** 11 holidays, with one floating holiday and one birthday holiday to be scheduled.
- **Deferred Compensation:** Voluntary participation.
- **Life Insurance and AD&D:** City-paid \$20,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

## NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark’s population is approximately 47,531 with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at [www.newark.org](http://www.newark.org) & take a Video TourBook of Newark, CA.

## SUPPLEMENTAL QUESTIONNAIRE

1. Briefly describe why and how municipal code enforcement activities should evolve to a more proactive methods of enforcement.
  
2. Provide an overview of an important issue or challenge facing municipal code enforcement departments. How would you address the issue or respond to the challenge?
  
3. As a Community Preservation Manager, what are some of the enforcement activities you may be required to perform regarding vacant and foreclosed properties? In your response, include any experience that you have dealing with vacant and foreclosed properties.