

COMMUNITY PRESERVATION COORDINATOR (AM)

DEFINITION

Under general direction, assists the division manager in ensuring efficient and effective operations of code enforcement activities and internal administrative and support operations within the Community Preservation Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs studies and analyzes management methods, operating procedures and productivity within the division; prepares reports, correspondence, Council requests, and other written correspondence; develops procedures and policies. Conducts inspections of a more complex or controversial nature; directs special task force activities involving multiple teams. Provides direction and supervision to clerical and other support staffs; provides lead supervision to Senior Community Preservation Inspectors. Assumes the responsibilities of Senior Community Preservation Inspectors in the absence of incumbents or as appropriate. Coordinates budget preparation for the division and oversees purchasing requests. Coordinates personnel functions, including employee appraisals and recruitment requests. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This class is distinguished from the Senior Community Preservation Inspectors by its administrative and management support responsibilities, including budgetary and procurement oversight for the division, as well as addressing more challenging inspection issues. It is distinguished from the Community Preservation Manager (MM) by its lack of full management authority and responsibility.

RECOMMENDED MINIMUM QUALIFICATIONS

Four years of experience in code enforcement activities, one of which must have been at the supervisory level, or any equivalent combination of training and experience which provides the knowledge, skills and abilities listed below:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: research methods and techniques; principals of supervision; Uniform Building and Housing Codes, California State Administrative Code, and other local, state and federal laws regulating building construction, zoning, housing and occupancy standards.

Ability to: research and analyze data and draw sound conclusions and recommendations for productivity and process improvement; prepare thorough, concise reports; prepare budget documents for the division; coordinate and supervise the work of clerical and technical staff; communicate effectively orally and in writing; maintain effective working relationships with other City employees and the general public; resolve inspection issues and conflicts.

SPECIAL REQUIREMENT

Possession and retention of a valid California Class C Driver's License is a condition of employment.

WORKING CONDITIONS

Must be willing and able to work irregular hours, evenings, holidays, and/or weekends as needed. Some work may be in inclement weather.

Class title established per Council Resolution No. 2007-045,  
effective 7-1-07

Class specification prepared and approved: 07/07  
ADA approved: 08/07