

COMMUNITY PRESERVATION MANAGER (MM)DEFINITION

Under general direction, plans, organizes and administers a comprehensive city-wide code enforcement program in accordance with State law and City codes, ordinances and regulations.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Conducts and participates in meetings with City officials, City boards and commissions, and the public. Develops and implements division programs such as the Abandoned Vehicle Abatement Program, Graffiti Removal Program, Push Cart Program, and the Shopping Cart Enforcement Program. Interprets and explains applicable code regulations and enforcement programs to the City Council, other City staff and the general public. Resolves complex, sensitive and highly controversial or contentious inspection issues and conflicts. Develops and implements goals, objectives, policies and work standards for the division. Evaluates current codes and regulations for the purpose of recommending appropriate revisions. Recommends appropriate action in code violation cases. Conducts complex field inspections. Prepares comprehensive reports and correspondence. Assists in the preparation of division budget. Represents the Executive Director as required. Perform other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This class is distinguished from the Community Preservation Coordinator (AM) by its full management responsibilities, including its authority to make professional code interpretations and policy decisions, and its high profile interface with City officials, community organizations and other departments and agencies.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years experience in code enforcement activities, two of which must have been at the supervisory level, or any equivalent combination of training and experience, which provides the following knowledge, skills and abilities.

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

Ability to: plan, organize, schedule, coordinate and supervise the work of others; develop and implement programs and division goals and objectives; resolve highly complex inspection issues and conflicts; establish and maintain effective working relationships with other city departments, city officials, civic and community groups and the general public; communicate effectively and diplomatically both orally and in writing.

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.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is well organized, has high ethical and professional standards and has excellent interpersonal and communication skills. This highly motivated leader is concerned with development of employees, is customer service oriented and operates in a manner that is in the best interests of the City.

Class title established per Council Resolution No. 99-023,  
effective 7-1-99

Reviewed: 07/07  
ADA Approved: 01/04