



CODE COMPLIANCE ADMINISTRATOR

DEPARTMENT: POLICE

GRADE 40

CHARACTERISTICS OF THE CLASS:

Under the general direction of Police Administration, responsible for a variety of inspections and for the investigation of complaints and the identification of various code, ordinance, and regulation violations. Duties include reviewing complaints, preparing cases for Code Board action, and supervision of code enforcement officers and clerical staff. Work reviewed through observation and written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises a comprehensive code enforcement program; reviews officers work; trains employees; prepares departmental budget; maintains related records.
2. Maintains current and prior code violation records; maintains case files on all Code Enforcement Board cases; places and removes property liens.
3. Documents evidence and prepares reports; gives affidavits and testimony as required for enforcement proceedings; follows-up enforcement decisions to ensure compliance.
4. Performs field inspections for code violations.
5. Advises other departments and legal advisors on matters relating to regulations, codes, and ordinances; explains City codes, ordinances, and regulations to the general public.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIRMENTS:

A. Training and Experience:

Associate's Degree in Criminal Justice, or related field; supplemented by two- (2) years experience in code inspection/enforcement work; or an equivalent combination of training and experience. Must possess a Level one (1) and a Level two (2) Certification for Code Enforcement and a valid State of Florida driver's license.

B. Knowledge, Abilities and Skills:

Knowledge of municipal laws, codes, ordinances and regulations.

Knowledge of enforcement procedures, judicial system, code and compliance boards.

Knowledge of City streets and local area.

Ability to work independently, to make sound decisions based on established procedures and municipal regulations.

Ability to prepare and present oral and written reports, documents and testimony as requested.

Ability to establish and maintain effective working relationship with the public.

Ability to handle complaints and enforce compliance with regulations in a courteous, efficient manner.

Ability to communicate effectively orally and in writing.

Skills in reading building and development plans.

C. Physical Requirements: 1

D. Environmental Requirements: 2

E. Sensory Requirements: 8, 9