

754006/21/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: CODE ENFORCEMENT MANAGER**

**DEFINITION**

Under general direction of the Director, to plan, organize, supervise and review the work of professional, technical and administrative support staff engaged in the enforcement of municipal and other related codes including zoning, land use, housing, litter, sanitation and other public nuisance code provisions; to provide leadership and coordination to the Property Maintenance Code Enforcement Program and related programs and activities; and to perform other related work as required.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification are expected to frequently use a high degree of independent judgement; to assist in the training of subordinate professionals; and to maintain a high level of leadership and diplomacy in dealing with the community.

**REPORTS TO:** Community Development Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community Development Director. Exercises general supervision over professional, technical and administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Develops, implements, modifies and administers systems, policies and procedures involving the City's property maintenance codes and other related nuisance codes.
- Plans, organizes and directs the work performed by professional and technical employees in a variety of code enforcement activities.
- Plans, supervises and reviews the development of special enforcement and public information programs which focus on the compliance requirements of City codes and ordinances.
- Serves in the process of appeals.
- Organizes, manages and coordinates a citizen complaint office to effectively deal with code enforcement violations.
- Responds to more complex and sensitive citizens complaints, inquires and request for information regarding code compliance, violations and enforcement procedures.
- Evaluates all court/legal actions against violations of codes and related ordinances.
- Testifies in court and works with attorney, judges and law enforcement personnel as necessary.
- Gives public presentations to legislative bodies, boards, commissions and community organizations regarding municipal code compliance and enforcement.
- Prepares and administers the division budget.

- Prepares memos, correspondence and reports regarding code enforcement activities.
- Supervises, trains and evaluates subordinate professional, technical and administrative support staff.

## QUALIFICATIONS

### Knowledge of:

- Municipal codes, ordinances, rules and regulations; legal process, including right of entry and due process.
- City, State and Federal laws and requirements regarding health and safety.
- General law enforcement procedures, policies and techniques as it related to code enforcement.
- Principles and practices of organization, administration and program budget and personnel management.

### Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Understand and interpret municipal and other applicable codes and determine the most effective method for collecting violations.
- Diplomatically dealing with the public and other government agencies in the enforcement of ordinance and regulations.
- Plan, develop and implement a comprehensive code enforcement and public information program.
- Enforce ordinances and regulations firmly, tactfully and impartially.
- Coordinate Code Compliance Division activities within the Community Development Department, other City departments, divisions and sections, and with outside agencies.
- Select, supervise, train and evaluate subordinate personnel.
- Operate and comprehend the uses and application of computers in relation to code enforcement functions.

### Education and Experience:

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

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business or public administration or related field. Additional experience offering specific and substantial preparation for the duties of the position may be substituted for up to two years of the education requirement.

Experience: Five years of increasingly responsible supervisory and administrative experience with responsibility for the development, maintenance and administration of a code enforcement or community preservation program or a closely related field.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Code Enforcement Manager

**TO:**