



# DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

## JOB DESCRIPTION

**Title:** Deputy Director  
**Department:** Code Enforcement  
**Supervisor:** Director of the Department of Code Enforcement  
**Date:** January 19, 2021

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### **General Description:**

The Deputy Director position is an administrative and supervisory position and serves as support staff to the Director of the Department of Code Enforcement. The Deputy Director performs a variety of clerical, supervisory, and administrative duties.

### **Essential Job Functions:**

- Aid the Director in oversight and supervision of the Department of Code Enforcement Office staff who report to the Deputy Director who reports directly to the Department Director;
- Responsible for assisting the Director in adopting and implementing administrative policies and procedures for all assigned functions of the Department;
- Assist the Director in training, digital training and evaluating all departmental administrative and inspection personnel;
- Coordinate with the Director all departmental activities, including issuing all permits, notices, certificates, correspondence, stop-work orders, and placards, and maintaining departmental records;
- Serve as a liaison between the Department of Code Enforcement and other departments, agencies, and commissions, at the Director's discretion;
- Attendance at various meetings when requested
- Attendance to on-call situations such call outs during and after normal business hours
- Ability to work with contractors, homeowners and design professionals by potentially meeting with and providing code interpretations as needed or requested
- Serve as liaison between the Department of Code Enforcement and the Human Resources Department on personnel matters, including but not limited to, disciplinary issues, employee health related issues such as FMLA requests COVID requests and ADA accommodations, at the discretion of the Director;
- Maintain confidentiality with regard to personnel matters; and
- Other duties as required.

### **Required Training, Experience, Knowledge, Skill, and Abilities**

- High School Diploma or its equivalent;
- Administrative or supervisory experience preferred;
- Relevant computer knowledge;
- Ability to work independently on difficult or complex secretarial tasks;
- Ability to exercise good judgment, professionalism, and tact in answering questions of the public and personnel
- Certified as a Building Code Official (BCO)

**The Deputy Director must attain a residence in the City of Scranton within six (6) months from the date of his/her appointment, proven by deed, rent receipt, lease, and/or utility bills.**

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**