**Code Enforcement Manager**

**Department of Licensing, Inspections and Permits**

**General Description:**

The Manager position is an administrative and supervisory position and serves as support staff to the Director of the Department of Code Enforcement.

**Essential Job Functions:**

* Assist the Director in oversight and supervision of the Department of Code Enforcement Housing Inspectors, and reports directly to the Director.
* Responsible for training staff in Open Gov software and other applicable software and programs.
* Responsible for supervision, assignment, and management of Code Enforcement Cases.
* Responsible for timely response to Code Enforcement complaints.
* Responsible for assisting the Director in adopting and implementing administrative policies and procedures for all assigned functions of the department
* Assists the Director in training, digital training, and evaluating all departmental administrative and inspection personnel.
* Coordinates with the Director all department activities, related to code enforcement, Quality of Life Tickets and International Property Maintenance Code enforcement.
* Attendance at various meetings as directed by the Director.
* Attendance to on call situation such as call outs after hours.
* Responsible for monthly Open Gov Code Enforcement reports to the Director of the Department of Community Development.
* 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 judgement, professionalism, and tact in answering questions of the public and personnel
* Certified as a Building Code Official (BCO) and International Property Maintenance Code certificate within 6 months.

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