



Class Code: Managerial
Grade: 52
FLSA: E
WC Code: 9410
EEO Code: 9
EEO Job Category: O and A

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE CODE ENFORCEMENT MANAGER

GENERAL STATEMENT OF JOB

The purpose of this position is to manage the administrative staff of the Code Enforcement Division, under the general direction of the Finance Director or designee. This position is responsible for planning, organizing, and directing the daily administrative operations of the Code Enforcement Division. Employees in this classification make independent decisions requiring technical judgement and discretion. Performs other duties as assigned.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supervises staff in the performance of work involving administrative code operation duties related to the enforcement of functions of City ordinances and disbursements and assigns work, resolves issues, evaluates performance and provides training to assigned staff.

Assists with preparing the budget for the Code Enforcement Division; recommends changes and alterations as required; monitors and controls expenditures; prepares financial reports as needed.

Promotes positive public relations while enforcing code regulations.

Assigns and follows up with complaints of violations of applicable codes for investigation and resolution; problem solves and assists in proposing resolutions to violations.

Maintains and updates a variety of files and records; prepares a variety of written documents including reports, letters, memorandums, and other correspondence.

Researches issues related to Code Enforcement and/or complaints; gathers technical information; prepares reports and provides information to other departments, City management staff, and/or the general public.

Assists in ensuring staff complies with all legal requirements in issuing notices, citations, and follow-up inspections.

Provides training on regulations, safety protocols, and best practices to ensure efficient administrative operations.

Collaborates with the Department Director and City Attorney to prepare agenda items for consideration by the City Manager and City Commission.

Serves as a point of contact for complaints, inquiries, and concerns from the public, property owners, business owners, and HOA boards, regarding enforcement matters.

Provides regular reports to Department Director or designee; may be required to present in public forums.

Attends and presents at Commission, Community, and HOA meetings when requested by Department Director; communicates effectively and provides updates when needed.

Oversees recordkeeping and documentation for inspections, enforcement actions, and outcomes; ensures consistency in application of documentation of all staff members.

Ensures all enforcement activities are carried out in accordance with local, state, and federal regulations.

Collaborates with legal to prepare code board cases.

Stays informed of changes in laws and regulations that impact code enforcement practices.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution in public administration, urban planning, criminal justice, or closely related field; **AND**
- Six (6) years of experience in code or law enforcement; **AND**
- Three (3) years in code or law enforcement supervision; **AND**
- Fundamentals of Code Enforcement Certification; **AND**
- Valid State of Florida Driver's license.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle for extended periods of time, including utilization as field office; and to enter and exit the vehicle various times throughout the day.

Physical Requirements: The ability to exert moderate, though not constant, physical effort, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate City vehicles, tools, equipment, and machinery.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and in writing to deliver and explain information in a variety of technical and/or professional languages, and to prepare written correspondence, documents, reports, and analyses using proper format, spelling, grammar, and punctuation.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, fumes, disease, pathogens, and/or traffic hazards).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.