



Code Compliance & LBTR Official

SALARY GRADE: 26

PURPOSE OF POSITION: To be a principal assistant to the Director, Neighborhood & Development Services and is responsible for planning, organizing, directing, supervising and managing the City's zoning, code compliance and occupational licensing functions and programs. Acts as the City Prosecutor in the weekly Special Magistrate Code Compliance Hearings.

ESSENTIAL FUNCTIONS:

- Prepares and conducts the prosecution of the City's code compliance cases in the weekly Special Magistrate Hearings.
- Plans, manages, supervises and evaluates City Zoning, Code Compliance and Business Tax Programs, activities and staff.
- Reviews notices of code violations for conformance with applicable laws, ordinances, regulations, policies and procedures and issues citations based upon professional judgment of issues.
- Formulates, justifies and assists in presentation of the Department's Zoning, Code Compliance and Business Tax budget, including establishment of departmental zoning code compliance and occupational licensing priorities and allocation of resources.
- As assigned, represents the Director, Neighborhood & Development Services and interprets the Department to the City Manager, City Commission, neighborhood associations and other community based groups, at various public forums, and elsewhere as required.
- Plans, directs, and conducts major special studies and projects as assigned, and supervises the preparation and presentation of reports, findings and recommendations.
- Assists in developing current and long range plans, including new and/or revised codes, to meet the City's current and future needs.
- Manages the City's lot mowing, demolition and unsafe building abatement programs.
- Coordinates other major departmental compliance programs and/or activities as assigned.
- Directs the preparation and submission of required periodic and special operating reports.
- Makes periodic reports to the Director, Neighborhood & Development Services on the current state of the City's Code Compliance and Business Tax Programs, including recommending and prioritizing needed improvements.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Ability to conduct the City's prosecution of code compliance cases in the Special Magistrate Hearings.
- In-depth knowledge of the principles, procedures, processes, practices and legal issues relating to zoning, code compliance and occupational licensing operations and administration.
- In-depth knowledge of state and local laws, City ordinances, and other applicable

regulations, standards and requirements relating to zoning, code compliance, occupational licensing and related issues.

- In-depth knowledge of the management, operational, administrative, political, environmental, and other issues pertaining to the City's Code Compliance and Occupational Licensing Programs.
- In-depth knowledge of municipal government, boards, councils, commissions and similar bodies and their functions related to zoning and code compliance.
- In-depth knowledge of the Housing Code, the Unsafe Building Abatement Code and other applicable state, county and City codes.
- In-depth knowledge of potential safety hazards and applicable safety precautions associated with zoning and code compliance programs and activities.
- Ability to supervise, coordinate and evaluate the work of subordinate staff engaged in a variety of operations and activities.
- Ability to forecast, formulate, justify and execute a multi-program budget.
- Ability to analyze and prioritize programmatic requirements and activities, so as to ensure continuity of essential functions and efficient use of available resources.
- Ability to identify needed program improvements and to prepare and present coherent, fiscally responsible and technically sound plans of action to address effectively needed improvements.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with other Building, Zoning and Code Compliance Department staff, the City Commission, City Manager, senior staff of other City Departments and Offices, consultants, vendors, contractors, members of neighborhood associations, other community based groups in both the public and private sector and other members of the public.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with the City Manager, the City Commission, individual Commissioners, officials and employees of other City and County departments, members of neighborhood associations and other community-based groups in both the public and private sector and other members of the public. Substantial diplomatic skill is required to deal credibly and effectively with public inquiries and concerns about Code Compliance and Occupational Licensing programs and issues. Other public contacts are required from time to time to explain the operation and functioning of the City's Code Compliance and Occupational Licensing Programs and related activities.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.

SUPERVISION EXERCISED: Assigns, directs, supervises and evaluates the work of all personnel assigned to the Code Compliance and Business Tax Programs. Assists the Director in the development and implementation of personnel policy and procedures for the department and in coordinating the evaluation of all department staff.

PHYSICAL REQUIREMENTS: This is generally managerial office work, usually requiring limited physical exertion. However, the work requires occasional light physical activity,

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especially when touring or inspecting facilities for which the incumbent has management responsibility. In this context, some lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, crouching or similar activity may be required. Because the work entails potential safety hazards, precautions must be understood and observed to avoid injury. Exposure to a wide variety of weather conditions is common. Visual acuity and manual dexterity are required to inspect structures and exteriors for conformance with codes, specifications and other requirements, as well as for reviewing computer and written files and other documents and for reviewing the work of others. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels.

MINIMUM QUALIFICATIONS:

<p>Code Compliance & LBTR Official</p> <p>Job Code: 10.34 Salary Grade: 26 FLSA Status: Exempt Union: Non-Represented</p>	<ul style="list-style-type: none">• Bachelor Degree with major course work in urban/regional planning, building construction, or related field.• Five (5) years experience, at least three (3) of which must have been in a supervisory or managerial capacity, as a building inspector, urban/regional planner, code compliance official, licensed contractor in one of the major construction disciplines, crew leader or construction superintendent/manager.• A combination of any two (2) or more of the following certifications or Licenses: State of Florida Fire Safety Inspector, ICC Zoning Inspector, ICC Housing Code Inspector, ICC Building Inspector, FAOLO Certified Licensing Official, State of Florida Contractor License or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities.• Must have, or be able to obtain within 18 months of employment in the position, Level III Certification through the Florida Association of Code Compliance (FACE).• Possession of and ability to maintain a valid State of Florida Driver’s License is required.
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TRAINING REQUIREMENTS: ICS 100 and IS 700