

# CITY OF SIMI VALLEY

## CODE COMPLIANCE MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, manages, supervises, implements, and coordinates the activities and operations of the Code Compliance Section to enforce the City's Municipal Code; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex staff support to a Deputy Community Services Director and/or Community Services Director.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, direct, coordinate and review the work plan for compliance staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
2. Review and edit work of staff, including letters, reports, logs, evaluations, and other written correspondence.
3. Oversee and provide direction in the management and enforcement of all Code Compliance programs including the Public Nuisance Abatement, Trash Abatement, Property Maintenance, Commercial Landscape Maintenance, and Temporary Sign enforcement programs and all development code-related violations; organize workload and manage priorities.
4. Select, train, motivate, and evaluate compliance personnel; provide or coordinate staff training; conduct project reviews; work with employees to correct deficiencies; implement discipline and termination procedures.
5. Prepare and manage the Section's budget, including forecasting funds needed for staffing, equipment, materials, and supplies; monitoring and approving expenditures, and implementing adjustments.
6. Serve as the City's representative to interpret municipal code violations, determine public nuisances, and issue civil fines when administrative remedies are employed to gain code and permit compliance.
7. Represent the Department Director and/or Deputy Director in legal strategy and office conference meetings with the City Attorney's Office.
8. Maintain contact with City Attorney's Office during assigned case investigations; assist in reviewing, researching and analyzing investigative cases; testify in court as needed.
9. Manage the development of goals and objectives for programs. Recommend and administer policies and procedures.
10. Formulate discretionary judgments and determinations for complex and/or disputed cases.
11. Identify opportunities for improving service delivery methods and procedures; develop systems to enhance efficiency; recommend, within departmental policy, appropriate services and staffing levels.

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12. Respond to and handle difficult compliance cases regarding municipal code provisions and effectively communicate City regulations to City officials and the public relating to building, zoning, land use, planning, and related issues.
13. Serve as a liaison for the code compliance section with other divisions, departments, and outside agencies.
14. Conduct a variety of organizational studies, investigations, and operational studies as necessary.
15. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence; respond to council, staff, media and the public as appropriate.
16. Attend and participate in professional group meetings; stay abreast of relevant issues and changes to codes, ordinances, laws and regulations.
17. Make public presentations to community groups regarding code compliance; meet with and prepare correspondence to property and business owners.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services and activities of municipal code and permit compliance.  
Principles and practices of municipal code enforcement and permit compliance including identification and investigation techniques.  
Legal aspects of municipal code and permit compliance.  
Court rules and procedures.  
Principles and practices of program development and administration.  
Principles and practices of municipal budget preparation and administration.  
Methods and techniques of research and report preparation.  
Principles of supervision, training and performance evaluation.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Oversee and participate in the management of a comprehensive municipal code and permit compliance program.  
Supervise, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Participate in the development and administration of section goals, objectives and procedures.  
Interpret and explain City code enforcement policies and procedures.  
Operate code enforcement equipment including City vehicle.  
Operate office equipment including computers and supporting software applications.  
Conduct site inspections for code violations.  
Prepare clear and concise reports. Prepare written correspondence and technical documents including research and reports, letters to citizens, and memorandums as they relate to code enforcement.  
Manage sensitive and confidential issues.  
Prioritize tasks and meet deadlines.  
Respond to requests and inquiries from the general public and resolve code related issues.

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Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Interpret and apply federal, state and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, environmental planning, business administration, or a related field.

**Experience:**

Five years of increasingly responsible municipal code enforcement or environmental planning experience including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a PC 832 certification.

Possession of or ability to obtain a California Law Enforcement Telecommunications System (CLETS) certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting field environment; travel from site to site; exposure to computer screens heat, cold, inclement weather, potentially hazardous materials; work closely with others.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

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