



City of Tempe

CODE ENFORCEMENT MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	423	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Code Inspector Specialist
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the Community Development Director or from other supervisory or management staff.

Exercises direct supervision over zoning and neighborhood enhancement inspection staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of zoning enforcement experience including one (1) year of supervisory or lead responsibility.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in architecture, city planning, public or business administration or a degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the staff and operations within either the Residential Code Compliance program or Commercial Code Enforcement program; to perform a variety of technical tasks relative to assigned area of responsibility; and to provide staff support to the assigned Community Development Director and /or Deputy Director.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Organize, manage and evaluate the activities and staff of the Neighborhood Enhancement or Commercial Code Enforcement section; select, train, motivate and evaluate personnel; monitor employee performance objectives, provide or coordinate staff training; and work with employees to correct deficiencies
- Plan, develop and implement programs and strategies that provide direct services and preserve the quality and character of the community
- Manage the development of the code compliance programs; establish schedules and methods to increase compliance and improve housing stock and neighborhoods or commercial development; and assign work activities and projects; develop and implement new programs
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities for the City Council and Community Development Director.
- Provide information to assist the City Council, City Manager and Community Development Director in making decisions regarding enhancement of neighborhoods or commercial developments.
- Manage the production of media releases, brochures, pamphlets, reports and other publications to develop and promote public awareness and a positive public image.
- Provide technical assistance and coordinate activities with other departments and outside agencies to promote compliance with city codes, ordinances and regulations.
- Develop and administer the section's budget; monitor and control expenditures.
- Communicate with the City Council, citizen advisory boards, City officials, other City employees, contractors, and the general public in order to effectively explain, communicate and administer neighborhood enhancement or commercial code enforcement policies, goals, objectives and provisions.
- Develop and implement policies and procedures.
- Conduct research and analyze data to more effectively implement division objectives and coordinate staff activities.
- Respond to and resolve difficult citizen inquiries and complains.
- Represent the department on inter-departmental/inter-agency task forces.
- Meet with businesses, interest groups, non-profit organizations, and business or industry representatives on policy and program issues.
- Make presentations at City Council meetings, public hearings, and other public forums.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles;
- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;

- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised June 2001 (Range Adj)

Reviewed July 2002 (Title Changed)

Revised November 2005 (Duties & Range Adj)

Revised October 2006 (Duties & Range Adj)

Revised October 2007 (Duties and MQs)

Revised December 2010 (Title changed)