



## **CODE ENFORCEMENT ADMINISTRATOR**

**FLSA: Exempt**

Grade 29 \$56,189.17- \$89,902.68

### **GENERAL DEFINITION**

Position performs management, administrative and technical work in achieving compliance with the municipal and county zoning codes, related regulatory standards, and other state and federal promulgated or mandated regulations. Responsibilities include interpretation and enforcement of the applicable codes; planning, assigning, supervising, and reviewing the work of all zoning and code enforcement staff, maintaining the budget, developing and implementing policies and procedures, and presenting the agenda to the City Commission. Position provides technical interpretation, advisement, and guidance to code enforcement and department staff in the more complex aspects of the work. Manages the Zoning and Code Enforcement Division of the Community Development Department.

### **ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Communicates effectively with employees, City officials and the general public.
- Manages review, enforcement, and compliance with development codes, land use codes, statutes, ordinances and other regulatory standards to provide for the orderly development of residential, commercial and industrial properties.
- Manages the lot clearing and property maintenance program.
- Implements the policies and procedures of the Zoning and Code Enforcement Division.
- Assigns, directs and organizes City employed and contracted enforcement staff to provide timely investigations, zoning and codes reviews, occupational licensing and quality customer service.
- Advises and assists boards, design professionals, contractors, homeowners, and the general public in Code questions, procedures, enforcement, and licensing functions.

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- Prepares and processes public hearing agenda materials for the Board of Adjustment and City Commission hearings for case presentation purposes.
- Participate in various development review and pre-development meetings to provide information and guidance applicable to the zoning and land use codes.
- Performs negotiation and settlement of Code Enforcement liens.
- Reviews and approves building permits and site plans for zoning compliance.
- Reviews and provides comments on site plans, landscape plans and related plans generated by planning staff with respect to conditional uses, rezoning requirements, and related specifications.
- Periodically performs field inspections to monitor development, verify the effectiveness of field staff, and respond to members of the public.
- Requires regular attendance to scheduled work shifts.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Substantial knowledge of the development functions of municipal and county government, regulatory agencies applicable to planning and development, and the functions of other departments and divisions of the City applicable to zoning, land use, and code enforcement functions.
- Substantial knowledge of the City's Land Development Code, local ordinances and county, state and federal regulatory standards applicable to the work.
- Ability to research and interpret land use codes, municipal ordinances, and related regulatory standards; reviews site and landscape plans and specifications to apply the various codes and ordinances; provides comments regarding compliance.
- Ability to plan, assign, direct, and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to review, understand, and render opinions on significant amounts of written material, including ordinances, codes and other legislation, special requests and applications, or other information as may be determined by City Administration.
- Ability to enforce codes and ordinances firmly, tactfully, and impartially.

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- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

### **MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree in, Urban & Regional Planning, Landscape Architecture, Public Administration or related field; supplemented by five (5) years progressively responsible experience in the fields of zoning and code compliance, the majority of which shall be in a supervisory capacity, with demonstrated broad knowledge of all technical disciplines applicable to land use and development, e.g., building construction, land use, zoning administration, planning methods. Requires completing and passing at least three certifications in full curriculum programs offered by the Florida Association of Code Enforcement (FACE). Requires a valid Florida Driver's license without any restrictions that affect their ability to perform essential job duties.

### **PREFERRED**

Landscape Inspectors Certificate

### **PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park 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 here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15

pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date