

**CITY OF ANAHEIM  
CLASS SPECIFICATION**

**TITLE CODE: E62**

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**CLASSIFICATION:**     **Community Preservation Supervisor**

**DEPARTMENT:**       **Planning**

**CLASS DEFINITION:** To supervise, assign, review, and participate in the work of staff responsible for enforcing codes and implementing community preservation programs; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Community Preservation Manager.

Exercises direct supervision over technical and clerical staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

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

Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for enforcing codes and implementing community preservation programs.

Establish schedules and methods for providing code enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Participate in the development and implementation of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.

Participate in the selection of code enforcement staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in the preparation and administration of the code enforcement program budget; submit budget recommendations; monitor expenditures.

Perform the most technical and complex tasks of the work unit including responding to and resolving difficult and sensitive customer inquiries and complaints.

Assist in developing brochures, displays and news releases related to code enforcement activities and work with staff in preparing responses to inquiries from the news media and general public.

Review citation reports and handle notices to appear, building correction notices, and criminal complaints.

Prepare requests for proposals, scopes of work, and agreements for contract services; administer and monitor work performance of vendors and consultants; monitor contract standards to ensure standards are met.

Oversee the volunteer program and participate in the Neighborhood Improvement Program and graffiti, anti-scavenging, and utility programs.

Oversee and maintain an automated database to identify and monitor enforcement activities and trends in the City.

Serve as liaison to various City, county, state and federal agencies; review health and safety regulations; provide advice and input regarding application and enforcement issues pertaining to the Anaheim codes.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Maintain records concerning operations and programs; prepare reports on operations and activities.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of code enforcement; incorporate new developments as appropriate into programs.

Perform related duties as required.

### **JOB RELATED QUALIFICATIONS:**

Experience and Education: Four years of responsible code enforcement experience related to area of assignment including one year of administrative and/or lead supervisory experience supplemented by completion of the twelfth grade and college level course work in urban planning, law enforcement, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operations, services, and activities of a code enforcement program; principles and practices of code and law enforcement, investigative procedures, methods, and techniques; regulations and requirements pertaining to the collection and storage of evidence; occupational hazards and standard safety practices; budgeting and accounting principles, methods and procedures; principles of contract administration; principles of project management; principles of supervision, training, and performance evaluation; basic principles and practices of budget preparation and administration; principles and procedures of record keeping; principles of business letter writing and basic report preparation; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state, and local laws, codes, and regulations including zoning, land use, business permit, public nuisance, housing and other related regulations.

Ability to: Coordinate and direct code enforcement and community preservation programs; supervise, organize, and review the work of assigned staff involved in code enforcement; select, train, and evaluate staff; recommend and implement goals, objectives, policies and procedures for providing community preservation services and programs; understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; prepare clear and concise reports; participate in the preparation and administration of assigned budgets; respond to general public inquiries and complaints in a tactful, courteous and effective manner; effectively resolve citizen complaints; inspect, identify and resolve code violations; plan and organize work to meet changing priorities and deadlines; effectively represent the unit to outside individuals and agencies to accomplish the goals and objectives of the unit; work cooperatively with other departments, City officials, and outside agencies; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license. Possession of PC832 – Laws of Arrest Certification.

**WORKING CONDITIONS:**

Environment: Work is performed in a standard office setting and in a field setting with travel from site to site and exposure to an outdoor field environment and all types of weather and temperature conditions; may work irregular hours; exposure to potentially hostile individuals and environments, aggressive animals, noise, dust, grease, smoke, fumes, and gases; work at heights or in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; and to verbally communicate to exchange information.

**OTHER:**

FLSA Designation: Executive Exempt

Unit Designation: Supervisory Management

**CAREER LADDER INFORMATION:** Experience gained in this classification may serve to meet minimum requirements for the classification of Community Preservation Manager.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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Former Job Class: Code Enforcement Supervisor  
Created 9/1989 – Ralph Andersen & Associates  
Revised 11/2005 – V. Kilmurray  
Revised 3/2008 – C. Stewart  
Revised 5/2008 – A. Pontrelli/S Witz  
Revised 11/2009 – Johnson & Associates