

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: F53

CLASSIFICATION: **Community Preservation Manager**

DEPARTMENT: **Planning**

CLASS DEFINITION: To direct, manage, supervise, and coordinate the programs and activities of the Community Preservation and Licensing Division within the Planning Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Planning Director.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Planning Director.

Exercise direct supervision over supervisory management, 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.

Assume management responsibility for all services and activities of the Community Preservation and Licensing Division.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Community Preservation and Licensing Division; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate, and review the work plan for community preservation staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

Research, analyze and recommend revisions in City and state regulations related to code enforcement; analyze and implement federal, state and local guidelines related to the code enforcement program; assist in the preparation of complex and sensitive reports.

Assist federal, state and county agencies in the preparation of action plans for the removal of hazardous wastes and materials; administer and monitor contracts for county health services and the graffiti removal program.

Oversee business license regulations, permits, and collection of Transient Occupancy Tax.

Serve as the liaison for the Community Preservation and Licensing Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Planning Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to community preservation programs, policies, and procedures as appropriate.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of community preservation; incorporate new developments as appropriate.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Six years of increasingly responsible code enforcement experience including two years of administrative and supervisory responsibility 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: Operational characteristics, services, and activities of a code enforcement program; principles and practices of code and law enforcement; principles and practices of program development and administration; investigative principles and practices; regulations and requirements pertaining to the collection and storage of evidence; occupational hazards and standard safety practices; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations including zoning, land use, business permit, public nuisance, housing and other related regulations.

Ability to: Oversee and participate in the management of a comprehensive code enforcement and business licensing program; oversee, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; participate in the development and administration of division goals, objectives, and procedures; prepare and administer large program budgets; prepare clear and concise administrative and financial reports; 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; 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.

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: Administrative Management

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.

Document Number: CS3204
Former Document Number: CS1563
Former Job Class: Code Enforcement Manager
Created 9/1987 – V. Kilmurray
Revised 9/1989 – Ralph Andersen & Associates
Revised 11/2005 – V. Kimurray
Revised 3/2008 – C. Stewart
Revised 11/2009 – Johnson & Associates