

City of Fort Worth, Texas Job Description

Classification Title	Assistant Code Compliance Director		
Job Code:	AD1041	Job Family:	Assistant Department Directors
Pay Grade	305	Date Reviewed:	06/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in planning, directing and managing the activities and operations of the Code Compliance Department, including direct management of assigned divisions. Oversees administrative and special projects and ensures effective planning and prioritization of departmental services. Provides complex administrative support to the Code Compliance Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Helps develop programs to promote code compliance and educate the public in regards to the issues and goals of the Code Compliance Department; ensures quality customer service to the public through monitoring, evaluating, measuring and developing services.
4. Assists in directing and managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area, and explains, justifies and defends department programs, policies and activities.
5. Participates in the development and administration of the department's annual budget; forecasts funds needed for staffing, equipment, materials and supplies; recommends, projects, monitors and approves expenditures and revenues; and implements budgetary adjustments, as needed.

6. Represents the Code Compliance Department to other departments, elected officials and outside agencies; coordinates assigned activities with other departments, agencies and organizations; and negotiates and resolves sensitive and controversial issues.
7. Enforces applicable City codes and ordinances; develops or modifies ordinances, as needed; oversees assigned special projects involving litigation; serves as liaison with legal staff; and appears in court, mediations and hearings, as needed.
8. Participates in a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
11. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of program development and administration.
 - Complex principles, operational characteristics, services and activities of a comprehensive municipal code investigation, inspection and enforcement program.
 - Principles and practices of municipal budget preparation and administration.
 - Pertinent federal, state and local laws, codes and regulations.
 - Department strategic goals, business plan, objectives, policies and priorities.
 - New trends and innovations in the field of code enforcement.
 - Methods and techniques of interpreting and enforcing minimum building standards, consumer and environmental health, animal care and control and zoning ordinances.
 - Principles of supervision, training and performance evaluation.
- **Skill in:**
 - Reviewing, developing and negotiating contracted services.
 - Analysis.
 - Problem solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Assist in the development of a business plan, goals and objectives.
 - Analyze and assess programs, policies and operational needs.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
 - Plan, direct and coordinate the work of subordinates.
 - Assess and monitor workload, administrative and support systems and internal reporting relationships.

- Identify opportunities for improvement and direct and implement changes.
- Prepare clear and concise administrative and financial reports.
- Assess departmental program needs and recommend budget reductions.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Prepare and present reports, budgets and communications.
- Research, analyze and evaluate service delivery methods and techniques.
- Attend and participate in professional group meetings and community events.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university in Public Administration, Business Administration or related field and six years of management experience relating to code compliance, housing, development, law, animal care and control, health, planning, zoning or related field, including two years of administrative and supervisory experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.