

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Code Compliance Director		
<b>Job Code:</b>	DH1041	<b>Job Family:</b>	Department Head
<b>Pay Grade</b>	309	<b>Date Created:</b>	09/03/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Plans, directs and manages the activities and operations of the Code Compliance Department. Coordinates activities with other departments and outside agencies. Provides complex administrative support to an Assistant City Manager.

### 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 Code Compliance 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. Develops programs to promote Code Compliance and educate the public in regards to the issues and goals of the department; ensures quality customer service to the public through monitoring, evaluating, measuring and developing services.
4. Directs and manages 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. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
6. Represents the Code Compliance Department and represents 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 special projects involving litigation; serves as liaison with legal staff; and appears in court, mediations and hearings, as needed.

8. Provides executive level staff assistance to an Assistant City Manager; 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 of contracted services.
  - Delegation and leadership.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee, direct and coordinate the work of subordinate employees.
  - Develop 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.
  - Assess and monitor workload, administrative and support systems and internal reporting relationships.
  - Identify opportunities for improvement and direct and implement changes.
  - Prepare and administer large program budgets.
  - 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 in Public Administration, Business Administration or related field from an accredited college or university and eight years of management experience relating to code compliance, housing, development, law, animal care and control, health, planning, zoning or related field, including four 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.