

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**CODE ENFORCEMENT MANAGER**

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by City Council
Classification Series: Code Enforcement	Resolution No.:
FLSA Status: Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision of the Chief of Police or his/her designee, this mid-management non-sworn, non-peace officer, uniformed position is responsible to plan, organize, supervise and review the work of professional, technical and administrative support staff engaged in the enforcement of municipal and other related codes including zoning, land use, housing, litter, sanitation and other public nuisance code provisions; to provide leadership and coordination to the Code Enforcement Program, Business License Enforcement, Neighborhood Preservation Program and Animal Enforcement and related programs and activities; and to perform other related work as required.

**EXAMPLE OF DUTIES**

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

- Develops implements, modifies and administers systems, policies and procedures involving the City's property maintenance, business license and animal control and other related codes and regulations;
- Plans, organizes and directs the work performed by professional and technical employees in a variety of enforcement activities;
- Plans, supervises and reviews the development of special enforcement and public information programs which focus on the compliance requirements of City codes and ordinances;
- Organizes, manages and coordinates a citizen complaint office to effectively deal with code enforcement violations;
- Responds to more complex and sensitive citizens' complaints, inquiries and request for information regarding code compliance, violations and enforcement procedures;
- Evaluates court/legal actions for violations of codes and related ordinances;
- Implements legal proceedings and works with attorneys, judges and law enforcement personnel as necessary;
- Gives public presentations to legislative bodies, boards, commissions and community organizations regarding municipal code compliance and enforcement;
- Prepares and administers the division budget;
- Prepares memos correspondence and reports regarding code enforcement activities;
- Supervises, trains, and evaluates employees and completes performance evaluations;
- Prepares and submits required quarterly HUD monitoring data, including yearly operating indicators, outcome statement and prepare request for proposals required for Code Enforcement program;
- Manages the preparation and submission of monthly reports of Code Enforcement activities in the Business Improvement District (BID) to the BID Advisory Board;

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- Keeps Police Chief or designee apprised of any unusual, actual or perceived current or anticipated employee and/or operational problems or issues;
- Receives and reviews complaints of procedural and policy violations, documenting findings, taken appropriate disciplinary action if necessary;
- Instructs employees in the proper performance of their duties, ensuring established policies, procedures, practices, techniques and instructions are carried out in the prescribed uniform and standardized manner;
- Closely supervise the activities of subordinates, checking the accuracy of the work, making corrections when necessary;
- Reviews work of subordinates, evaluating performance, handling performance improvement and writing job performance evaluations;
- Plans, organizes, and directs the work of subordinates, seeing that assignments are completed in a timely manner;
- Attends various community organization meetings including the monthly BID meetings, monthly Block Watch meetings, prepares and presents power point presentations, related lectures and participates in other similar public speaking forums as assigned;
- Assumes responsibility for ensuring the duties of the position, that they are performed in a safe, and efficient manner;
- Develop necessary skills from on the job training and meet standards of performance for the classification;
- Performs related duties as assigned or as the situations requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- The Huntington Park Municipal codes, ordinances, policies, procedures; rules and regulations; legal process, including right of entry and due process;
- Federal, State and City laws and requirements regarding block grant funding, health and safety;
- General Law enforcement procedures, policies and techniques as it related to code enforcement;
- Principles and practices of organization, administration and program budget and personnel management;

**Skills:**

- Possess skills to word process general correspondence, spread sheets, power point presentation, and reports using a personal computer and software applications;

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**Ability to:**

- Assist in developing and implement a comprehensive Code Enforcement program;
- Understand and interpret municipal and other applicable codes and determine the most effective method for collecting violations;
- Diplomatically dealing with the public and other government agencies in the enforcement of ordinances and regulations;
- Plan, develop and implement a comprehensive code enforcement and public information program;
- Enforce ordinances and regulations firmly, tactfully and impartially;
- Coordinate Code Compliance Division activities within the Police Department, other City departments, divisions and sections, and with outside agencies;
- Operate and comprehend the uses and application of computers in relation to code enforcement functions;
- Research laws and their application;
- Communicate clearly and concisely, both orally and in writing;
- Take part in the selection, supervision, training and evaluation subordinate staff;
- Understand and interpret MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees job performance;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Supervise, lead, coach, instruct and motivate employees;
- Initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Establish and maintain smooth and effective working relationships;
- Handle confidential information with discretion;
- Initiate and accomplish work in a timely manner;
- Deal calmly and effectively with the public;
- Effectively manage workplace diversity issues in a diverse organization;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification;

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**Education and Experience Guidelines** – *Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- A Bachelor’s Degree with major course work in criminal justice, political science, law, urban planning, business, public administration or related field from an accredited college or university.
- A Masters Degree in Public Administration or related field is highly desirable.

**Experience:**

- Five (5) years of increasingly responsible supervisory and administrative experience with responsibility for the development, maintenance and administration of a code enforcement or community preservation program or a closely related field.

**License or Certificate:**

- A valid California Class C Driver’s License and a satisfactory driving record;
- Must obtain an Advanced CACEO Certification within one (1) year of employment;

**Special Requirements:**

- Must pass a Police Department background check;
- Requires wearing uniforms;

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position;

**Bilingual Pay:**

- Employees who are qualify and certified to speak Spanish may be eligible to receive bilingual pay;