

**CITY OF CONCORD
CLASS SPECIFICATION**

**CLASS TITLE: CODE ADMINISTRATOR
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR**

**JOB CODE: 1610
DATE: 2/08**

JOB SUMMARY:

Plans, directs, organizes, and controls operations of the Code Administration Division, including building construction and safety, public health and sanitation, zoning and land use, safety of housing and lodging quality, and business, entertainment, and event licensing.

ESSENTIAL JOB FUNCTIONS:

Plans long-range goals, objectives, organizational structure, and overall direction for the department; ensures that all applicable federal, state, and local codes and ordinances are enforced.

Monitors, reviews, and communicates the implementation phases of the division's strategic plans to ensure that long-range goals and objectives are met.

Plans, allocates, and monitors time, people, equipment, and other resources for the city to ensure efficient organization and completion of work.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including interviewing, hiring and training, appraising performance, rewarding and disciplining employees, addressing complaints, resolving problems, and planning, assigning, and directing work.

Establishes and monitors personnel and staff policies and procedures.

Prepares and presents agenda items to the City Council.

Develops and recommends operating budget for the division annually; monitors and administers approved budget.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Provides information through community group and media programs, and through meetings with lawyers, developers, property and business owners, citizens, and representatives of the media for the purpose of establishing goodwill, resolving/responding to issues, and explaining laws, ordinances, codes, and division activities.

Serves as resource person on development-related issues for the department, City Council, City Manager, other departments, developers, builders, and citizens; resolves conflicts on major issues affecting the city and development community.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants, and presenting technical data to management, elected officials, and others.

Develops new or amending ordinances either independently or as a collaborative effort with other appropriate personnel.

Principles and practices of accounting, finance, and budgeting.

Construction and development operations.

Municipal budgeting procedures and multi-funded financing operations.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Skill in:

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Speak effectively before groups of employees.

Speak effectively before public groups and respond to questions.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Perform duties while sitting at a desk or table.

Working Conditions:

Work is performed in an office and at inspection site, where the employee may be exposed to hazardous or structurally unsound buildings.

Code Administrator

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should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.