

CLASSIFICATION ADDENDUM

Job Title: Associate Community Services Manager

Classification Specification: Supervisor/Associate Manager

Barg Unit: Non

Pay Grade: C52

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Associate Community Services Manager supervises and coordinates staff involved in the daily operations of the Community Services Division including building permit review and inspection services, code enforcement activities, business licensing procedures and property management responsibilities; confers with contractors, developers, attorneys, staff, and other agencies to resolve administrative issues of construction, code enforcement, business licensing or property management issues; coordinates with inspection, plan review and code enforcement to ensure consistency in the application of code requirements including Development Code, Building Safety Code, Nuisance Ordinance; coordinates the abatement or demolition of substandard and/or dangerous buildings; develops policies and procedures; investigates citizen complaints concerning code violations; develops and prepares amendments by ordinance for Council adoption; represents the City on non-attorney cases and acts as the City's witness in attorney cases regarding the issuance of Civil Infraction Citations and Complaints; supervises the issuance of building permits and the collection of related fees; serves on task teams and committees; develops reports and makes presentations; assists in the supervision of the leasing and sale of City owned properties; creates and maintains strong relationships with elected officials, stakeholder groups, media and the development community; develops, administers, and monitors program budgets; conducts site visits as needed to resolve issues. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of building inspection technology, engineering, architecture or related field with progressively responsible experience in plans examination and/or code enforcement, including supervisory or lead experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.
- Ability to obtain appropriate FEMA certifications within (6) months of appointment.

Knowledge:

- Policies and procedures necessary for the effective enforcement of the State Building Code;
- Methods and practices involved in building design and construction;
- Citation authority and court procedures;
- Plan review and inspection methods and procedures;
- Pertinent Federal, state and local codes and regulations; business licensing practices and procedures;

Essential Characteristics and Duties Addendum

- Property management responsibilities and real estate practices.

Skills: *(Demonstrated skill in performing the following)*

- Utilizing knowledge of building procedures/policies as they relate to residential and commercial construction;
- Applying various building codes and regulations in City inspection services;
- Representing the City in court hearings;
- Effectively explaining code violations to contractors, builders and property owners;
- Remaining calm in emotionally charged situations and responding in a logical and decisive manner that maintains constructive working relationships.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

The principal duties of this position are performed in an office environment, and may involve occasional field work traveling to and working at development sites. The incumbent must have the ability and mobility to conduct inspections safely at sites that are in various stages of construction, and may require wading on uneven terrain, climbing ladders and scaffolding; climbing over and crawling under structures.

Travel as required.

Addendum History

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