



Neighborhood Preservation Coordinator

Summary

Plan, coordinate, and supervise the City's Neighborhood Preservation Program; including coordination of the City's code enforcement activities.

Class Characteristics

General supervision is provided by the Assistant Director of Community Development; responsibilities may include the direct or indirect supervision of support staff.

The Neighborhood Preservation Coordinator is a single class full journey-level position responsible for the City's Neighborhood Preservation Program and code enforcement. The incumbent is expected to have specific knowledge and expertise in the program areas; exercise considerable independence in the planning, directing, coordinating, and supervising of programs; perform a full range of supervising authority and focus on providing administrative support and control, identifying and analyzing problems, and developing solutions.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, manage, and direct a comprehensive neighborhood preservation and enhancement program ensuring compliance with federal, state, and city codes, ordinances and regulations.

Coordinate and direct city-wide code enforcement activities for general nuisance abatement, business licenses, health and welfare, streets and public areas, water and services, zoning, planning and housing.

Provide administrative and technical support, and coordination and leadership, in the execution of day-to-day program activities.

Design, develop, and implement systems, policies, procedures, and processes for program efficiency and effectiveness.

Supervise and/or conduct specialized and generalized inspections, enforcement, and compliance activities.

Develop, write and present information, workshops and training programs to the public, City officials and others.

Educate, listen, and respond to issues and facilitate resolution of problems, concerns, and complaints.

Write technical reports and proposed regulations, policies, and procedures.

Explain and interpret city codes, ordinances, policies, and procedures.

Draft notices, monitor timelines for compliance and/or abatement, prepare and send any required follow-up notices; schedule and prepare for administrative hearings.

Operate computer programs, spreadsheets, and databases.

Perform related duties as assigned.

Skills/Abilities:

Work closely and effectively with others to enhance and preserve the quality of neighborhoods through public relations, community building, and education and code enforcement activities.

Effectively organize and manage the work activities of others.

Interpret and apply City codes, ordinances, policies, and procedures.

Research, analyze, and summarize data.

Make effective and professional presentations.

Prepare clear, concise, and complete reports, correspondence, and other written materials.

Facilitate and/or assist others resolve conflict.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee operates a motor vehicle to transport materials and perform job duties. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Trends and developments in the areas of neighborhood preservation programs.

Procedures, practices and operating details of city government which includes community development, neighborhood preservation, planning, zoning, and land use.

Code enforcement and compliance.

Effective public and community relations.

Computer systems and applications.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain the knowledge and abilities would be:

Education:

A Bachelors degree with major work in public or business administration, urban planning, public policy, or a field related to the work.

Experience:

Three years of related experience in a local government agency involved in regulatory and compliance functions, permit processing and community outreach involving a high level of public contact and interagency coordination.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Possession of a California State Arrest and Firearms Certificate (PC 832) within one year of appointment.

Established: 09/11/06

Resolution #: 2006-152 N.C.S.

Department: Community Development

FLSA Status: Non-exempt