

Position: Department of Public Works – Code Enforcement Administrator

Position Classification: Full-Time

Position Duration: Permanent

Hours per Week: 40

Annual Salary: \$41,000 - \$47,000

Position Summary:

Under general supervision of the public works director, this position oversees day-to-day operations of the code enforcement division for the City of Lawrence, including permit issuance, building inspections, code enforcement inspections, and license issuance. The incumbent of this position must be self-motivated and able to guide/develop staff members to ensure a positive customer service experience. Other duties may include public education activities, assisting and responding to members of the general public, providing administrative support, and interfacing with other City employees and citizens, as required.

Position Responsibilities:

Under the direction of the Director, supervises/develops departmental staff in the areas of permit issuance, license issuance, building inspections and code enforcement inspections. Supervising includes training/coaching, scheduling, and evaluating employees.

Oversees development and implementation of innovative programs and technologies to improve the customer experience by streamlining plan/application review and permitting/licensing processes, improving inspection procedures, and by providing meaningful communication to the customer.

Provides leadership and direction in the development of short-and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Compiles and analyzes data for inclusion in a variety of reports including monthly reports, statistical reports, trend analysis and problem solving.

Prepares and teaches in-house training classes to ensure staff is properly trained with current processes and procedures.

Occasionally called upon to assist in interpreting building and municipal codes. Meets with contractors, engineers, architects, property owners, and others to discuss inspection/permitting procedures and issues.

Assists Director in determining work procedures, preparing work schedules, and expediting workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Perform random quality control reviews to ensure proper application of code interpretation, compliance with governing laws and regulations, and established interdepartmental policy.

Assists the Director in long-range strategic and short-range workload planning for department/divisions.

Formulates divisional policies and procedures, and assists the Director in development and implementation of department policies and procedures.

May be called upon to answer questions from the general public or elected officials and/or to resolve disputes that cannot be resolved at staff level.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Employee in this position receives direction from the Director of the Department of Public Works.

Qualifications:

Requires Bachelor's degree from an accredited four-year college or university in the area of Business Administration, Public Administration, Urban Planning, Political Science, or a closely related field.

A Master's degree in Business Administration, Public Administration, Urban Planning or a field closely related to the work being performed may be substituted for two years of experience.

More than five years of progressively responsible experience related to the position, with at least three years in a management capacity.

Ability to effectively communicate both verbally and in writing.

Ability to potentially speak in public forums and prepare detailed presentations to a diverse audience.

Basic computer and office equipment knowledge. Demonstrated knowledge of computer applications including Microsoft Office, Internet application, and GIS.

Demonstrated ability to solve practical problems with tact, diplomacy, and persuasiveness in dealing with a variety of people in a variety of situations.

Demonstrated ability to resolve conflicts / customer service skills.

Must have and retain a valid Indiana Driver's license and have the ability to operate a City vehicle.

Preferred knowledge/previous experience with code compliance activities.

Benefits:

The City of Lawrence offers a generous, comprehensive benefit package for you and your eligible dependents to meet your healthcare needs. The City shares the cost of healthcare premiums in addition to contributing an employer match for enrolling in the High Deductible Health Plan option with a Health Savings Account. The City of Lawrence is partnered with Community Health Network to provide free healthcare services at our Healthcare Clinic to employees and their dependents that are enrolled in the City's medical plan. The City of Lawrence is proud to offer these and many more benefits to our employees.