

CODE ADMINISTRATION MANAGER

CODES/PAY RANGE

Class Code: 3818 EEO Code: A FLSA: E Pay Range: E

MAJOR FUNCTION

Highly responsible administrative work directing all aspects of the Code Administration activity.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Selects and employs personnel.

Plans, coordinates, and organizes the functions of the personnel of the operating sections within the activity.

Establishes and maintains such records, statistics, reports, and controls as necessary to insure compliance with the applicable laws, policies, ordinances, resolutions, directives, and regulations.

Evaluates and recommends to the director, programs, policies, procedures, and methods to increase the efficiency and effectiveness of the code administration sections.

Develops and maintains management controls over the established budget for the activity.

Handles complaints from the public. Initiates legal proceedings where code compliance cannot otherwise be obtained.

Coordinates Building Trades Board and Building Code Board of Appeals meetings and provides staff support.

Interprets the codes for administration and enforcement. Coordinates the code administration and enforcement functions. Represents the County at any code related meetings where the County determines representation to be desirable.

Performs related work as required.

(Code Administration Manager continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, laws, rules, and regulations pertaining to all aspects of code administration and enforcement. Ability to direct a continuous and comprehensive code administration and enforcement program. Ability to direct and effectively supervise personnel engaged in code administration and enforcement. Ability to analyze and present results of research in logical report form. Ability to represent the County and speak to public groups, governmental agencies, and civic organizations. Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering, Architecture, Public or Business Administration or related field, and five (5) years of experience or equivalent as an architect, engineer, inspector, contractor, or superintendent of construction; or any combination of these. BOAF, State of Florida or CABO Certification is required. Must be certified Building Code Administrator.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform shop math. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Environmental Demands: Inside work.

Physical Demands: Sedentary work. Ability to talk, see.

Revised 10/97
Replaced 10/94