



## **City of Anna Maria Full-Time Code Enforcement Manager**

The position of Code Enforcement Manager reports to the Mayor and is responsible administrating, managing and enforcing the City of Anna Maria's Housing Code and Parking Enforcement Programs. This includes the identification, investigation and correction of violations of the City's ordinances, zoning and other related codes.

### **Essential Job Functions**

- Direct and supervise the work of employees engaged in the enforcement and investigation of city codes and ordinances, including but not limited to housing and parking.
- Track, analyze and report on Code Enforcement activity.
- Establish procedures to resolve inquiries and concerns of residents and monitor follow-up responses by the code enforcement staff.
- Conduct staff meetings on policies and procedures, including instruction and training of staff as required.
- Effectively communicate and explain City code and ordinances to residents, businesses, tenants, visitors, etc.
- Prepare formal presentations to City Commission and/or City Staff, as required.
- Explain and clarify city ordinances and codes to business and residential property owners and tenants.
- Confer with the City Attorney and/or Law Enforcement officers regarding issues related to code, parking or traffic infractions.
- Analyze and review current and proposed ordinances to confirm enforceability.
- Offer code enforcement perspective and input to City Commission, City Staff, Law Enforcement and the Mayor.
- Prepare and adhere to the operating budget for the Code Enforcement Department.
- Perform other related work as required.

### **Skill and Knowledge Requirements**

- Knowledge of Federal, State, County and City laws, ordinances and regulations related to both housing and parking enforcement.
- Experience in the management of a staff engaged in code or law enforcement.
- Ability to effectively communicate, both formally and informally, expressing ideas clearly and concisely.
- Ability to establish effective working relationships with City Staff, Law Enforcement, residents and others as required.
- Thorough understanding of computer and information technology applications and systems as they relate to code enforcement and/or law enforcement, as well as MS Excel and Word.

### **Minimum Requirements**

Physical Skills - Ability to lift 30 pounds and push or pull heavy objects. Job requires standing, stooping, climbing ladders and stairs and bending. Work is frequently performed in an outdoor environment. Must have good vision, hearing and speaking skills. May require working nights, holidays and weekends.

### **Education, Training and Experience**

Bachelor's Degree in land use planning, management, criminal justice, political science or similar degree, with 2 years of supervisory experience. A comparable amount of directly related work experience may be substituted for these requirements, at the City's discretion.

**Certifications, Licenses or Registrations**

Must possess a valid Florida driver's license. Minimum Florida Association of Code Enforcement Level 1 certification preferred.