

SENIOR COMMUNITY REVITALIZATION SPECIALIST

DEFINITION

Under general supervision, provides lead direction and performs complex office and field work related to the development of positive neighborhood relations, performing inspection and enforcement of applicable codes and ordinances, and may serve as a project lead within assigned area of responsibility.

SUPERVISION RECEIVED/EXERCISED

Receives overall supervision from a Division Manager or designee. Exercises no supervision. Provides lead direction and/or assistance to lower level staff.

DISTINGUISHING CHARACTERISTICS

This represents the lead class in the community revitalization series. Senior Community Revitalization Specialists are responsible for the more complex assignments related to vacant and occupied blighted homes and commercial businesses, zoning enforcement, public nuisance, or may be responsible for an assigned program. Incumbents perform the full range of duties which may include, field investigations, issuing citations for violations of application codes, and preparing related reports.

This class differs from a Community Revitalization Specialist in that incumbents of the latter do not have lead responsibilities. This class differs from the Housing Program Supervisor in that incumbents of the latter are first line supervisors that plan, coordinate and supervise a variety of work related to housing, zoning, public nuisance, code enforcement and housing rehabilitation programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Provides lead direction to assigned staff and participates in comprehensive housing, code and environmental health programs, and performs field and follow-up investigations; may be responsible for an assigned specialty team or program;

Interprets, applies and conveys policies, procedures, rules, regulations and ordinances to the public.

Meets with citizens and property owners, and encourages compliance within established codes.

Participates in the inspection of residential and commercial properties for compliance within applicable codes.

Issues citations for violations of City, State and applicable codes.

Conducts in-service training programs for division staff.

Gathers meaningful evidence, contacts responsible persons, and prepares and/or composes letters regarding noncompliance issues.

Conducts follow-up investigations to determine if remedial action has been taken or if subsequent action needs to be taken.

Consults with property owners and tradespersons on methods of repair; coordinates activities with other divisions, departments, or agencies.

Appears as an expert witness during hearings, municipal judicial hearings, and court.

Researches, compiles, and prepares reports and documentation on program activities; maintains records.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of building construction methods, materials, and maintenance.

Applicable Federal, State and local laws, codes and regulations.

Accepted safety standards and methods of building construction for commercial, industrial and residential buildings

Research methods and techniques.

Skill in:

The safe operation of a motor vehicle.

Operating modern office equipment including computer equipment.

Ability to:

Provide lead direction and training to subordinate staff.

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

Communicate clearly and concisely, both orally and in writing.

Detect substandard maintenance, structural and sanitary defects, inferior or improperly used materials, and fire and safety hazards.

Resolve disputes related to code violations and standards.

Prepare work specifications and accurate cost estimates.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree from an accredited college or university;

AND

Experience:

Three years of experience involving the interpretation and application of codes and/or standards related to zoning, public nuisance and/or housing/commercial compliance standards. Additional qualifying experience may be substituted for the required education on a year-for-year basis, with thirty units equaling one year of experience.

Necessary Special Requirements

Possession and maintenance of a valid California Driver's License is required during the entire term of employment in this class.

APPROVED: _____
Director of Personnel Services

DATE: _____