

**SENIOR COMMUNITY REVITALIZATION SPECIALIST****DEFINITION**

Under general supervision, provides lead direction and performs complex office and field work related to enforcement of the City's public nuisance, zoning and substandard housing programs. This position develops positive neighborhood relations and interactions through a variety of community-building tools. This position includes inspections and enforcement of Fresno Municipal Codes and ordinances, and other applicable federal, state or local laws. This position may be assigned to a specific team, including but not limited to, Community Compliance, Rental Housing or Special Teams, 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 classification represents the lead level 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 the 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 enforcement programs, and performs field and follow-up investigations.

May be responsible for an assigned specialty team or program.

Interprets, applies and conveys information to the public regarding the Fresno Municipal Code and other applicable laws and regulations.

Meets with residents and property owners to encourage compliance and to provide relevant resource information.

Senior Community Revitalization Specialist

Page 2

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

Issues notices and 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 clear and concise notices, reports, records, correspondence, documentation, and other written materials and takes detailed photographs.

Performs follow-up inspections/investigations to determine if compliance has been obtained or if subsequent action needs to be taken.

Coordinates and works with law enforcement agencies.

Appears as an expert witness during administrative and judicial hearings.

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

Attends and participates in community outreach programs and events.

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, regulations, and Fresno Municipal Code ordinances.

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

Proficient recordkeeping, research methods and techniques, and organizational skills.

**Skill/Ability to:**

Safely operate of a motor vehicle.

Operate office equipment, including but not limited to computer equipment, computer software, copiers, printers, and mobile devices.

Provide lead direction and training to subordinate staff.

Read, understand and interpret Fresno Municipal Code ordinances, laws, departmental policies, rules and instructions related to public nuisance, abatement,

zoning and compliance.

Establish and maintain effective working relationships with those contacted in the course of work. Maintain integrity when de-escalating potential conflict.

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, and concise notices, reports, records, documentation, correspondence, and other written and electronic materials. Catalog photos and document all case activities.

## **MINIMUM QUALIFICATIONS**

## Education:

Possession of a Bachelor's degree from an accredited college or university.

## Experience:

Three (3) years of experience interpreting and applying Federal, State or local codes and regulations closely related to zoning, public nuisance and/or housing/commercial compliance standards which includes one (1) year of experience working with a public agency in the capacity of a Community Revitalization Specialist or equivalent.

Additional qualifying experience may be substituted for the required education on a year-for-year basis, with thirty (30) semester units equaling one (1) year of experience.

## **Special Requirements**

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

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 10/28/2025

Original 3/24/11

Revised:JTC:scm:7/02/15

Revised: SM:ek 10/22/2025