

## City of Sioux Falls Job Description

Band	Grade	Subgrade
C	5	2

Job Classification	Department/Employee Group
Code Enforcement Manager	Planning and Building Services/Midmanagement

FLSA Category	OCC Code
Exempt	505

Title of Immediate Supervisor
Director of Planning and Building Services

**Job Summary**

Lead and manage the City's comprehensive code enforcement program with coordination authority for inspection and enforcement elements across the City. Coordinate ongoing communication regarding all areas of code enforcement related to inspection and enforcement functions and the City Attorney's office.

Task No.	Description
1.	Plan, develop, organize, and manage the comprehensive code enforcement program for the City of Sioux Falls. Review and assess existing citywide code enforcement activities. Develop and maintain working relationships for code enforcement activities with the public and various City departments and personnel.
2.	Ensure code enforcement policies and procedures contribute to a unified and streamlined response that includes quality customer service, program integration, effective and efficient investigations/inspections, comprehensive reports, and code compliance.
3.	Develop annual plan and quarterly inspection schedule in close coordination with other City departments/divisions. Develop and manage special projects for various departmental and/or citywide code enforcement activities, including participation in budget development.
4.	Collect, interpret and analyze data, statistics, and other information related to code enforcement initiatives to prepare formal plans and reports. Proactively apply the information to measure code enforcement effectiveness and make needed adjustments.

Task No.	Description
5.	Create and write code enforcement projects and studies, participate in the formal review of proposed actions and/or decisions, and make oral presentations before the City Council, and other public bodies and citizen groups.
6.	Oversee the drafting or amending of ordinances pertaining to Code Enforcement.
7.	Develop and implement various programs in the areas that may include land use, corridor redevelopment, and neighborhood-level strategic planning.
8.	Work with the public and other governmental agencies explaining department policies, initiatives, and activities.
9.	Perform other such duties and functions as are incidental to customer service and the proper performance of this position.

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### Minimum Qualifications

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Graduation from an accredited college or university with a bachelor's degree and a minimum of four (4) years' professional focused experience in urban planning, and code enforcement; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Possession of a valid driver's license is desirable.

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### Preemployment Screenings

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Preemployment screenings may include, but are not limited to, the following: drug screen and references.

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### Knowledge, Skills, and Abilities

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Knowledge of the management and administration of code enforcement operations as it relates to various City departments and divisions, including ordinances, policies and procedures, and state and federal laws.

Knowledge of the principles and practices of code enforcement, urban planning, and urban design, with an emphasis as related to the assigned area.

Working knowledge of computer applications, mapping, and data processing in urban planning.

Ability to effectively communicate and work with the general public, media, and other public employees.

Ability to establish effective working relationships.

Knowledge of applicable laws and regulations with regard to planning programs.

Ability to use organizational and statistical skills applicable for planning and carrying out new and existing programs.

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**Knowledge, Skills, and Abilities**

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Ability to express thoughts clearly and accurately, both orally and in writing.

Ability to deal tactfully and firmly with the public while remaining calm in stressful situations.

Must have ability to perform job duties at various locations throughout the city on a regular basis.