

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1226

**TITLE:** CODE ENFORCEMENT SERVICES MANAGER

**GRADE:** S-34

**DEFINITION:**

Under general direction of the Deputy County Executive for Public Safety and Planning, and under specific delegation, assists and is accountable to the Zoning Administrator, Property Maintenance Official, Building Official and Fire Code Official, in enforcing the Zoning Ordinance, Building Code and Fire Code, respectively. Oversees and manages operations of Code Enforcement Services; responsible for effectively addressing neighborhood and community issues regarding code enforcement and blight; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is a single position administrative, managerial class, overseeing the activities of Code Enforcement Services to achieve the goals and objectives for effecting compliance with various County and State codes to preserve existing neighborhood character, property values, and quality and safety of communities.

**ILLUSTRATIVE DUTIES:**

Plans, organizes, integrates, and manages the operations of Code Enforcement Services ensuring that County, State, and Federal requirements are met;  
Responsible for administering and enforcing the Property Maintenance Code, and assists with the enforcement of the Zoning Ordinance, Building Code, Fire Code and other County codes that have appointed officials legally accountable for their administration;  
Coordinates with Human Services Officials and representatives;  
Manages and leads employees in a matrix environment;  
Meets regularly with the Deputy County Executive for Public Safety and Planning, other Directors and their designees, the Zoning Administrator, Building Official and Fire Code Official to ensure the consistent and correct application of the various codes and to aid in the effective integration of enforcement of all the applicable codes;  
Develops and implements standards, policies, and procedures for Code Enforcement Services;  
Assists Zoning Administrator, Building Code Official, and Fire Code Official in balancing code requirements, practical application, and community priorities to resolve code enforcement issues;  
Makes recommendations on statewide code enforcement legislation upon coordination with the respective appointed code officials to state counterparts/regulators, community stakeholders, concerned citizen groups and the Board of Supervisors;  
Represents Fairfax County in the code development process at both the State and national level;

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Prepares and delivers performance evaluations for subordinates and ensure staff is in compliance with appropriate licensure and certification that are required by state code and agency rules;

Directs training and orientation of supervisory, professional, and paraprofessional personnel;

Evaluates Code Enforcement Services programs and operations as they relate to addressing community needs and expectations;

Maintains statistics, identifies trends, and anticipate issues that arise in the community and modifies or adjusts services accordingly to meet demands;

Develops and administers the budget for Code Enforcement Services programs and operations;

Formulates and delivers written and oral reports, and prepares memoranda and correspondence;

Conducts surveys and studies relating to Code Enforcement Services operations, needs, and program proposals in Fairfax County;

Confers with other government/community agencies on coordination of Code Enforcement Services operations;

Speaks to civic, community, and professional groups on Code Enforcement Services programs, initiatives and operations;

Participates in regional initiatives and program planning;

Recommends and coordinates with the Zoning Administrator, Fire Marshall, Building Official and County Attorney on proposed ordinances and code amendments relating to the effectiveness of code enforcement services;

Upon consultation with appropriate appointed officials, advises staff on difficult or unusual problems;

Ensures Code Enforcement staff are properly trained and/or certified to perform their duties;

Consults with appropriate officials and answers complaints on various code enforcement issues;

Makes inspections and recommendations in emergency situations;

Coordinates as appropriate with enforcement officials and advises staff on such matters.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of state and local laws, codes, regulations and ordinance pertaining to building codes, property maintenance, zoning enforcement, health and safety menaces, and blight pertaining to existing residential and commercial properties and structures thereon;

Extensive knowledge, skill, ability and experience in leadership, team development, strategic planning, and developing and maintaining high performance organizations;

Knowledge of the principles, practices, and techniques of administration, management, supervision, and consultation;

Knowledge of demography, statistics, and research methodology;

Knowledge of GIS and its application to code enforcement planning and operations;

Knowledge of available community resources for referral;

Knowledge of the legislative and political process;

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Ability to establish and maintain effective working relationships with the public, elected and appointed officials and subordinates;

Ability to identify quality of life needs in the community;

Ability to function effectively as an interdisciplinary management team leader or member;

Ability to plan and evaluate a comprehensive code enforcement program;

Ability to develop, analyze, and review methods and systems for code enforcement services delivery;

Ability to direct the collection, analysis and preparation of data in support of pending court actions;

Ability to write comprehensive reports;

Ability to provide constructive leadership;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with associates, representatives from other agencies, and the community.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to graduation from an accredited four-year college or university with a bachelor's degree

PLUS, eight years of progressively responsible professional experience, including at least five years of experience managing and supervising code enforcement field staff with two years of the requisite experience supervising multi-functional teams of professionals.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License.

ESTABLISHED: April 8, 2008