

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5350

TITLE: CODE AUTHORITY AND STRATEGIC INITIATIVES MANAGER

GRADE: S-32

DEFINITION:

Under limited direction, serves as the Code Authority for the Virginia Maintenance Code and strategic initiatives manager for the Department of Code Compliance, is the designated agent of the Zoning Administrator in the enforcement and interpretation of the Zoning and Noise Ordinances, oversees the litigation efforts of the department and is responsible for the accurate interpretation of all codes as they apply to the enforcement efforts of the department; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single position class.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Serves as the County Property Maintenance Official;

Serves as County Deputy Zoning Administrator;

Serves as the Code Authority for the Department of Code Compliance interpreting and clarifying the Property Maintenance Code, Zoning Ordinance and Noise Ordinance questions and applications;

Works closely, continuously and collaboratively with the Code Compliance Operations Manager;

Reviews the work of subordinate supervisory and investigatory staff to assure effective compliance with the Property Maintenance Code and Zoning and Noise Ordinances;

Leads and oversees litigation processes for the Property Maintenance Code, Zoning and Noise Ordinances for the Department of Code Compliance;

Assists with criminal and civil court prosecutions and pursues legal procedures allowed to obtain compliance under applicable County codes and ordinances;

Advises on case preparation, including the collection of evidence and the presentation of testimony, including when testifying as an expert witness;

Maintains close interaction, alignment and communication with all applicable code officials including those for whom investigative staff are serving as technical assistants;

Monitors relevant legislation on codes and amendments and provides recommendations and interpretations;

Provides operational and enforcement quality control guidelines and oversight;

Develops training and certification standards, goals and operating procedures for the Department;

Works collaboratively to plan, develop and lead strategic, operational, code enforcement and organizational development initiatives for the Department;

Develops Department emergency response plans and continuity of operations plan and implements when necessary and/or directed;

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Reaches out to community and neighborhood groups to provide education and assistance relating to the Departmental mission and neighborhood stability initiatives;

Works collaboratively with community and industry groups to improve their understanding of related issues (e.g. zoning, property maintenance and matters pertaining to the Departmental mission);

Partners with other County agencies, community leaders and business leaders to advance the Department of Code Compliance's goals and strategies for enhanced property maintenance, zoning and code compliance enforcement;

Reviews, analyzes and evaluates management policies and programs for the Department;

Oversees Department effort for related multi-agency projects, such as the community neighborhood programs, and ensures appropriate staff training and compliance with established policies and procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Thorough knowledge of the Zoning and Noise Ordinances, the adopted Comprehensive Plan and County policies and procedures as they relate to planning and zoning applications;

Thorough knowledge of the Property Maintenance Code;

Thorough knowledge of the theories, principles and practices of urban planning and zoning;

Thorough knowledge of demographics and diverse interest groups in the County;

Thorough knowledge of available public and private resources and how to use them;

Knowledge of the building code, fire code, health code, blight ordinance and other relevant codes as they apply to the work of the Department of Code Compliance;

Ability to resolve conflicts and to maintain effective communication with diverse community groups and groups with competing or conflicting interests;

Ability to identify process/ programmatic problems and to envision and propose effective solutions;

Ability to establish and maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizen groups;

Ability to apply principles of leadership, creative problem solving, collaboration, decision making, and team building;

Ability to communicate Department's mission, goals, and values to staff, elected officials, and citizens.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university in a planning-related field;

PLUS

Five years of increasingly responsible experience in a zoning administration or code enforcement organization, which includes responsibility for multiple disciplinary code enforcement, zoning ordinance administration, zoning permit review or work in related zoning processes. A Masters degree may be substituted for one year of the required experience.

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CERTIFICATES AND LICENSES REQUIRED:

Completion of, or the ability to complete within a prescribed time, certification by the Virginia Department of Housing and Community Development as Building Maintenance Inspector and Building Maintenance Official (Property Maintenance code).

NECESSARY SPECIAL REQUIREMENTS:

Must have and maintain a valid Motor Vehicle Driver's License.

REVISED: May 14, 2010

ESTABLISHED: May 4, 2010