City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Code Enforcement Division Manager</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CEDS</td>
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<tr>
<td>Pay Grade:</td>
<td>NU17</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Group/BU:</td>
<td>Non-Union</td>
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<td>Date Revised:</td>
<td>2/4/2022</td>
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**General Summary:** This position is responsible for leading and managing the City’s comprehensive code enforcement program with coordination authority for inspection and enforcement elements across the City related to public health and safety. This position coordinates ongoing communication regarding all areas of code enforcement related to inspection and enforcement functions.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Organizes and supervises the code enforcement program for the City of Rapid City.
- Reviews and assesses existing citywide code enforcement activities; develop and maintain working relationships for code enforcement activities with the public and various City departments and personnel.
- Ensures 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.
- Develops annual plan and inspection schedule in close collaboration with other City departments/divisions.
- Develops and manages special projects for various departmental and/or citywide code enforcement activities, including participation in budget development.
- Collects, interprets and analyzes 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.
- Creates and writes 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.
- Contributes to the drafting or amending of ordinances pertaining to Code Enforcement.
- Works with the public and other governmental agencies explaining code enforcement policies, initiatives, and activities.
- Provides direct supervision to ordinance officers; responsibilities include developing a training plan, training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Performs other such duties and functions, as are incidental to customer service and the proper performance of this position.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from accredited college or university and a minimum of five years experience in ordinance enforcement or related field and/or a combination of relevant education, experience and training.
Certificates, Licenses, Registrations:

Must obtain and possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Includes requirement to perform job duties at various locations throughout the City on a regular basis, including being outside.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.