



### NATURE OF WORK

The Code Compliance Administrator serves as a liaison between the Miami Beach Code Compliance Department, the community, and a variety of City agencies and as a single point of contact for districts under their charge. Assists with community engagement and specific neighborhood problem solving by attending neighborhood, homeowner association, and community meetings, as well as our business community meetings. They collaborate with all stakeholders to identify and coordinate resources to ensure issues are effectively addressed.

This is responsible technical work in the enforcement of various applicable national, state, and local laws, codes, and ordinances relating primarily to health, zoning, and environmental regulations in the City's Department of Code Compliance. Employee supervise a staff who inspects businesses, buildings, structures, and premises to determine violations, and ensures compliance by issuing notices of violations explaining violations and/or issuing citations to the public. The position requires extensive field and office work.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Attend neighborhood, homeowner association, and community meetings.
- Serve as the single point of contact for the district under your charge.
- Assigns and coordinates resources to problematic neighborhood issues.
- Plans, schedules, assigns, and evaluates the work of inspectors within assigned geographical or functional area.
- Enforces and supervises the enforcement of applicable national, state, and local laws, codes, ordinances, and other regulations by issuing warnings and written notices of violation; follows departmental procedures of re-inspection and actions required to ensure compliance.
- Conducts and supervises field inspections of new and existing businesses, buildings, structures, premises, and marine related facilities and activities.
- Responds to and assists others in responding to unusual or difficult situations and resolving problems. Investigates and resolves complaints from the public and other departments.
- Interprets complex regulations for other employees, other divisions and departments, and the public.
- Conducts and supervises inventories of various goods, services, trades, and types of businesses and industries.
- Testifies in court and before related boards; obtains documentation; prepares testimony; and assists others in same.
- Prepares and maintains records, reports, and correspondence concerning inspection and enforcement work.
- Trains other inspectors and clerical staff in code compliance work.
- Recommends methods, materials, equipment, and alterations to assist in compliance with acceptable standards.
- Detects and investigates any reported or unreported hazards, possible safety problems, and violations; determines conformity with accepted standards and approved plans.
- Reports suspected or known violations of other regulations to the appropriate authorities.
- Recommends amendments to City codes, ordinances, or other regulations.
- Performs related inspection and other work as required.

## KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of local geography, roadways, and jurisdiction boundaries.
- Considerable knowledge of applicable national, state, and local laws, codes, ordinances, and other regulations.
- Considerable knowledge of relevant enforcement procedures.
- Considerable knowledge of the City and other agencies sufficient to respond to or redirect citizen inquiries. Some knowledge of building design and good construction practices.
- Ability to read, understand, explain, and apply regulations.
- Ability to enforce regulations tactfully, firmly, and impartially.
- Ability to make technical inspections, conduct investigations, ascertain facts, and render valid decisions.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with other employees, agencies, and the public.
- Ability to prepare clear, concise, legible, and accurate records, reports, correspondence, and other documents.
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with establish standards.
- Ability to testify effectively in court and before related boards.
- Ability to use a variety of office equipment such as computer terminals, advanced multi-line telephone equipment, and radio equipment.
- Ability to direct, train, and evaluate the work of others.
- Ability to conduct various types of inventories.
- Ability to make arithmetic and statistical computations.
- Ability to research data and originate legal documents and other instruments of law.
- Ability to establish and maintain effective working relationships with elected officials, coworkers, the press the general public and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation, gender identity or sexual orientation.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. Strong understanding of ethical behavior is required.
- Ability to maintain regular and punctual attendance.
- Ability to report to work as directed during an emergency as an essential employee of the City of Miami Beach
- Performs related work as required

## MINIMUM REQUIREMENTS

- Three (3) years full-time experience in a related field (from a City or County of comparable size to the City of Miami Beach).
- Level II certification from the Florida Association of Code Enforcement.
- Associate of Arts Degree in Public Administration, Business Administration, Criminal Justice or related field. Experience can substitute for education on year-for-year basis.
- Valid driver's license.

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine.

- Some significant standing, walking, moving, climbing, and pulling.
- Must be able to drive an automobile and perform on-site inspections at locations which may not be assessable to the physically handicapped.
- Must be able to ride a two-wheel bicycle.

## SUPERVISION RECEIVED

- General and specific assignments are received.
- Work is performed with latitude for the use of independent judgment.
- Work is reviewed primarily through evaluation of verbal and written reports and work products.

## SUPERVISION EXERCISED

- Supervises, trains, and evaluates Code Compliance and clerical staff.

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