

## **DIRECTOR OF REVENUE, REGULATORY CODES, AND PERMITS**

### **NATURE OF WORK**

This is revenue collection, code enforcement, and supervisory work.

The position of this class is responsible for enforcing city codes relating to permits, licenses, and miscellaneous codes, for coordinating plan reviews and field inspections of commercial and residential structures for enforcement of the building code, and for directing and participating in the work of clerical personnel in the City's revenue collection office. Administrative direction is received from the Mayor. Frequent public contact is required. The incumbent works independently according to established procedures on routine permit, license, and tax inquiries; on more controversial matters consults with the Mayor or his designee.

### **ILLUSTRATIVE EXAMPLES OF WORK**

{Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

- Coordinates appropriate inspectors to review building plans for conformance with building codes; conducts field inspections to verify proper locations on reported addresses.
- Enforces a variety of regulatory codes; interprets or explains laws, regulations, policies, and procedures governing the collection of various categories of revenue to the public.
- Assists in the development and the administering of plumbing and electrical tests for licensing; recommends changes in examinations to reflect current laws.
- Ensures that all inspections are conducted according to the requirements of the Fire Code, Life Safety Code, Gas Code, Plumbing Code, Electrical Code, and Air Conditioning Code.
- Directs, coordinates, and participates in work involving the collecting of revenue and issuance of permits and licenses; establishes office procedures to reflect changes in law.
- Performs related work as assigned.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

- Considerable knowledge of the codes and regulations governing building construction, alteration, and repair.
- Knowledge of governmental accounting principles and methods including their application.
- Knowledge of the principles of standard record maintenance.
- Ability to explain, interpret, and enforce a variety of codes and regulations firmly, tactfully, and impartially.
- Ability to establish and maintain effective working relationships with subordinates, city officials, contractors, architects, property owners, and the general public.
- Ability to detect errors in tabulations, records, and reports. Ability to operate a 10-key calculator and computing equipment rapidly and accurately.
- Ability to present ideas effectively, orally and in writing.
- Ability to learn state laws and local ordinances relating to revenue collection.
- Ability to prepare or supervise the preparation of standard reports.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

High School Diploma or GED **AND** two years technical, administrative, or public contact work involving governmental code and ordinance enforcement; **OR** substituting college level course work or training for up to one year of the experience. Must be a registered voter.