



City of Lancaster, Pennsylvania

Bureau Chief – Property Maintenance and Housing Inspections

GovHR USA is pleased to announce the recruitment of candidates for the position of Bureau Chief – Property Maintenance and Housing Inspections at the City of Lancaster, Pennsylvania.

About the City and the Bureau of Property Maintenance and Housing Inspections

The City of Lancaster (pop. 59,322) is located in South Central Pennsylvania about a two-hour drive east of Philadelphia. The City ranks eighth in population among Pennsylvania cities and serves as the seat of Lancaster County. The Lancaster metropolitan area population is 507,766. The position is located in the Community Planning and Economic Development Department, which is one of four departments in the City. The Bureau Chief reports directly to the Deputy Department Director.

The Bureau of PMHI is responsible for ensuring safe and quality housing stock through the administration of the City's Property Maintenance and Rental Property Ordinances. The Bureau is committed to preserving safe, good quality homes in the City and supporting the improvement of the City's housing assets over time. Services the bureau provides include:

- Rental property registration
- Systematic rental inspections
- Property maintenance inspections
- Community education about property maintenance
- Addresses residents' property complaints

About the Position

The Bureau consists of 14 full-time employees with three employees, including a supervisor, reporting directly to the Bureau Chief. The Bureau Chief will be tasked with promoting a high level of customer service, being proactive in educating the community about Code requirements and working closely with neighborhood groups and other organizations. Key position responsibilities include:

- Providing well-researched and expert guidance in the formulation and update of policies and procedures related to property regulations and enforcement.
- Investigating and implementing ways to improve the efficiency and effectiveness of Bureau operational practices.
- Making recommendations concerning budget, personnel, and staff training and development based upon experience, anticipated workload and current resources.

- Leading and managing staff to ensure consistency with the Bureau mission and specific position expectations, develop work schedules and assignments.
- Representing the Bureau to other bureaus and City Departments effectively communicating the mission and objectives of the Bureau, including qualitative and quantitative data as needed.
- Overseeing the development of public information documents (flyers, brochures, factsheets, etc.) to communicate information on Bureau services and programs and presenting information to neighborhood groups and institutions as necessary.

Position Requirements

The successful candidate will possess:

- Excellent oral and written communication skills with the ability to provide clear communication to the general public, co-workers and staff.
- Ability to effectively supervise, coach and train staff and promote positive employee relations.
- Ability to deliver high level customer service both internally and externally.
- Significant experience in housing or code enforcement and building construction.
- Knowledge of current principles, practices and techniques of housing code enforcement.
- Bachelor's degree in business or public administration, planning, construction management, engineering or related field.
- Minimum of five years of progressively responsible related experience, including two years supervisory experience.

Candidates who do not possess a bachelor's degree will be considered as long as they otherwise possess an equivalent combination of experience and training which provides the knowledge and abilities necessary for the position.

Compensation and Benefits

The current salary range is \$65K-\$91K. The appointment salary range is \$65K-\$75K. DOQ. A comprehensive benefits package includes medical, dental, vision, life insurance, FSA and critical illness and accident insurance, pension and 457 deferred compensation. The City also offers paid vacation, holidays, personal time and sick leave. Residency in the City is not required.

Selection Process

Candidates should apply online to www.GovHRjobs.com with a resume, cover letter and contact information for three professional references by 5 pm on Monday, September 20. For Questions Contact: Mike Earl, Senior Vice President, GovHR USA at (224) 261-8366 or mearl@govhrusa.com

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