

**CODE
COMPLIANCE
MANAGER**

**(Non-Union
Position)**

The City of Champaign seeks qualified candidates for a career opportunity as a **Code Compliance Manager** in the Neighborhood Services Department.

Responsibilities of Position

This position supervises the enforcement of City property maintenance codes, nuisance and fire prevention codes. Responsibilities include, but are not limited to: directing the activities and resources of the Neighborhood Code Compliance Division; coordinating code enforcement and blight abatement efforts among City departments; consulting with responsible parties and the City's Legal Department to resolve cases; testify in court as an expert witness in civil and/or criminal proceedings; identifying, monitoring, and analyzing violation trends; preparing policy and program recommendations; demonstrating continuous effort to improve operations, decreasing case turnaround times and streamlining work processes; serving as the City's liaison to various internal and external committees.

Required Qualifications

- Bachelor's degree from accredited college or university.
- Five years of experience in the enforcement of municipal codes, state statutes, federal regulations, or residential building standards; Master's degree can substitute for 2 years of experience.
- One year of supervisory experience.
- Any equivalent combination of education and experience that demonstrates the required knowledge, skills, and abilities will be considered.
- Comprehensive knowledge of property maintenance codes and practices.
- Working knowledge of building codes and construction practices.
- Ability to establish and maintain cooperative working relationships with internal and external stakeholders.
- Ability to deal with upset people, mediate conflict and resolve disputes.
- Possession of, or the ability to obtain within one year of hire, Code Enforcement Administrator certification from the American Association of Code Enforcement.
- Current state-issued driver's license and good driving record.

Preferred Qualifications

- Bachelor's or Master's degree in public or business administration, organizational management, planning, sociology, psychology, political science or a related discipline.
- Budget preparation and administration and purchasing experience.
- Experience with TRAKiT or other similar code enforcement software.

Drug screening and criminal background check will be required. The annual starting salary range is \$79,935 - \$90,998, DOQ, plus an excellent fringe benefits package. **Applications must be submitted online no later than Sunday, February 9, 2020.**

The City's mission is to provide responsive, caring, cost-effective service in partnership with our community. The following values guide our work: Personal Integrity, Responsibility, Respect, Teamwork, Results. The City of Champaign is committed to promoting a work environment and a community that values and supports diversity and inclusion.

To apply, visit the City's Jobs Page at champaignil.gov/jobs.



The City of Champaign is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply. The following locations offer free Internet access and assistance: Champaign Public Library, Champaign Public Library Douglass Branch, and the Illinois WorkNet Center.