

BOROUGH OF WILKINSBURG

JOB TITLE: **ASSISTANT CODE DIRECTOR**
DEPARTMENT: DEPARTMENT OF CODE ENFORCEMENT
REPORTS TO: DIRECTOR OF CODE ENFORCEMENT
LAST REVISED: MAY 2021

POSITION PURPOSE AND OBJECTIVES: Assists with the administration of the activities of the Code Enforcement Department and performs related work as required. This is a highly responsible professional administrative position assisting the Director in the effective and efficient operation of the Department, which is responsible for the enforcement of all municipal codes and ordinances, including zoning and land development. Considerable judgment is required in establishing work procedures and performing duties. The work of this class involves matters of a confidential nature and heavy contact with the public. Although the work is supervised by the Director, this position requires the exercise of sound judgment, personal initiative and minimal supervision. In the absence of the Director, the Assistant Director may be required to assume certain duties and responsibilities of the Director as assigned.

ESSENTIAL JOB FUNCTIONS:

- Prepares and maintains all records, both hard files and electronic files, relating to the operation of the Department according to a prescribed filing system
- Prepares and provides oversight for all official communications issued by the Department and at the direction of the Director
- Oversees receipt of daily revenues and ensures proper recording of same
- Maintains attendance records for all department employees to include recording of all leave taken, accrued and remaining balance
- Performs data collection and research for various projects as assigned
- Ensures the accuracy of data in the Land Management System relative to all property characteristics
- Reviews and prepares amendments to legislation as needed to meet current trends, enabling legislation and best practices
- Assists in the development of code enforcement programs
- Assists in the preparation of payroll
- Makes purchases for the Department as approved by the Director
- Assists in the preparation and monitoring of the Department budget
- Assists with the development and implementation of employee training and development programs
- Assists with the enforcement of employee policies and procedures and provisions of the collective bargaining agreement
- Inspects new and existing buildings, structures, lots of an interior and exterior nature for compliance with all adopted ordinances, building codes, health and safety codes and/or related regulations of the Borough of Wilkinsburg.
- Completes special projects as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Ability to operate a PC and be proficient in the use of Microsoft Office products, including but not limited to Word, Excel and PowerPoint; thorough knowledge of business English, spelling, arithmetic, knowledge of governmental accounting practices; ability to perform required research and prepare analytical reports; ability to express ideas and concepts of a complex nature clearly and concisely, both orally and in writing; ability to understand and follow complex oral and written instructions; ability to compose or prepare replies to correspondence without dictation; ability to exercise good judgment in handling citizen requests and complaints; ability to maintain complex clerical records and to prepare reports from such records; possess exceptional organizational skills; ability to attend to detail and manage multiple priorities effectively; ability to act with tact and courtesy; ability to establish and maintain a good working relationship with supervisors, co-workers, and the general public; must maintain records through electronic and paper systems; ability to use any current or other future computer platform for documentation; skills of verbal and non-verbal conflict resolution. Must possess a valid PA Driver's License.

WORKING CONDITIONS: Work is performed in both an indoor and outdoor environment. The condition may vary from hot, wet and humid conditions to below zero temperatures. A moderate amount of vehicle driving is required. Employee may be required to drive a vehicle on wet, icy or snow covered roads during routine operations, call-outs and while checking on projects.

PHYSICAL DEMANDS: This position involves walking and standing on possibly uneven, unmaintained, slippery surfaces; climbing stairs, ladders, structures and hills; operation of a motor vehicle; Lifting materials over head to post signs and notices of violation; lift and carry office materials; pushing, pulling and reaching above, below and to the side of the body.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited college or university, preferably in the area of public administration, business administration, law or related field or a minimum of 5 years experience equivalent to job related functions.

Experience: Local Government experience of a responsible nature in administration, code enforcement, planning, or related field; or any equivalent training and experience which provides the necessary knowledge, skills and abilities.

Must pass drug screening and physical examination.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Code Enforcement Assistant Director.

Approved: _____
Department Head

Borough Manager

Original Approval

Revised