

CITY OF FONTANA COMMUNITY IMPROVEMENT PROGRAM MANAGER

DEFINTION: Under general direction of the Community Development Director, coordinates, plans organized, supervises and evaluates the activities of the Community Improvement Program; assists citizens in the development and coordination of neighborhood improvement and preservation programs; educates local residents in organizational skills and methods of channeling local efforts in a coordinated way to achieve mutual neighborhood goals; and oversees code enforcement, weed abatement and animal control programs. This position exercises direct supervision over supervisory, technical and clerical staff.

EXAMPLES OF DUTIES: The Community Improvement Program Manager has the day to day responsibility for the enforcement of a variety of occupancy, weed abatement, animal control, public nuisance, zoning and land use regulations such as those of commercial establishments, contractors, subcontractors and residences.

ESSENTIAL FUNCTIONS: The incumbents must have the ability to:

- Develop and implement goals, objectives, policies and procedures to ensure adequate code enforcement, weed abatement, animal control and community improvement activities.
- Coordinate enforcement activities with other City Departments, governmental agencies, volunteers and the private sector.
- Analyze community or neighborhood needs.
- Identify and assist in pro-actively organizing existing neighborhood organizations, interested citizens, agencies and other community resources, services and programs toward a neighborhood preservation program.
- Prepare and administer the Community Improvement Program budget; forecast revenues and expenditures.
- Prepare staff reports, memoranda, letters, presentations, promotional and educational materials and other forms of correspondence as necessary.
- Assist in preparation of special studies, analyses and reports for the functions and procedures in the neighborhood improvement program.
- Assist with complex and sensitive investigations of violations of health, safety, land use and public nuisance; perform field inspections and respond to inquiries and complaints by the public as required.
- Provide oversight of the Code Enforcement, Weed Abatement and Animal Control Programs.
- Conduct research and prepare applications for grants.
- Provide assistance to the City Council, Planning Commission and other boards and commissions; attend public meetings and make presentation as required.
- Recommend and draft municipal/housing codes and related code changes; review legislation and judicial law and recommend changes in City policy.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Interpret City Codes; respond to complaints; elicit compliance and a fair, tactful and firm manner.

- Supervise, train and evaluate employees.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND
MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and counter service. Incumbents frequently deal with irate members of the public.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would prove the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Applicable Federal, State and local laws, ordinances, codes and regulations (zoning, housing, property, health, safety, fire, public nuisance) enforceable by the City.
- Principles and practices of organization, administration and personnel management.
- Principles of property management, low/mod housing, grants and rehab loans.
- General characteristics of Community Improvement Programs.
- Budgeting procedures and techniques.
- Principles, practices, methods and procedures of Code Enforcement, Weed Abatement and Animal Control programs; familiarity with criminal law and enforcement.
- General characteristics of a variety of businesses and residential structures and areas commonly requiring adherence to fire, parking, zoning and public nuisance regulations.

Experience: Five years in the code enforcement field which included a minimum of two years in a supervisory capacity. Two years of the experience requirement may be substituted with property management, planning, housing or community improvement experience.

Education: Possession of a Bachelor's Degree from an accredited college or university with major coursework in business public administration, social welfare, criminal justice or a closely related field.

Licenses or Certifications: Possession of a valid CA Class C Driver's License. Possession of a PC 832 certificate and an ICBO/AACE and/or SCACEO Certificate is preferred.