

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB313 Housing & Nuisance Manager
POSITION #/TITLE: 2735 Housing & Nuisance Manager	Adopted: 07-14
	Revised:

POSITION DESCRIPTION

Dept: Building Services	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 16
Reports To Position #/Job Code #/JC Title: 2551/NB449/Building Services Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Manages, oversees and evaluates the City's Building Services Department, including Housing and Nuisance Abatement programs. Serves as the Housing Official and Nuisance Abatement Official for the City of Cedar Rapids.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the classification of Housing Inspector, Chief Housing Inspector, and Nuisance Abatement Officer. Provides supervisory duties to all Building Services Department employees in the absence of other managers.

Examples of Essential Work (Illustrative Only)

Provides effective, professional leadership, positioning the Building Services Department to meet the community's current and future housing and nuisance abatement needs through appropriate technologies and services;

Plans, organizes and manages the City's Housing and Nuisance programs;

Manages department work, project and personnel activities of the Housing and Nuisance programs;

Directs the strategic planning, policy development and data collection and reporting activities of the division;

Oversees the preparation and monitors the activities of the operational and contract budgets;

Administers and interprets Housing and Nuisance codes and related municipal ordinances;

Provides technical expertise, data, reports and presentations to the Building Services Director, City Manager and Council for Housing and Nuisance jurisdictional concerns, includes updating, interpretation, and adoption of codes and ordinances;

Manages trade licensing and appeals boards, Housing Board of Appeals and Nuisance Hearing Examiner;

Directs on-site code compliance inspections;

Develops public information and education programs, provides technical assistance for other City Departments and Community agencies;

May serve as Department spokesperson and news media liaison;

Develops and delivers presentations and attends meetings, conferences and workshops;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices of local, state, and national housing laws, Nuisance codes and ordinances and their administration;
Comprehensive knowledge of building materials, methods, practices, and conditions;
Comprehensive knowledge of the principles and practices of local, state, and national laws, codes and ordinances and their administration for areas in which the Building Services Department is responsible, including building (building, electrical, mechanical, plumbing) and zoning, housing and nuisance;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to plan, organize and manage building and zoning enforcement;
Ability to communicate effectively and maintain working relationships with elected officials, developers, contractors, engineers, trade professionals, and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports based on findings, conclusions and recommendations containing building and zoning financial and regulatory terminology;
Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
Ability to perform a wide variety of assigned tasks with accuracy and speed under the pressure of time-sensitive deadlines;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Construction Management, Industrial Technology, Structural Engineering or other related field; and Considerable experience in housing/nuisance code enforcement program administration; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate equipment;
Sufficient personal mobility which permits the employee to inspect housing and construction projects.