The City of San Clemente, California

invites applications for the position of

Code Compliance Manager
THE COMMUNITY

The beautiful southern California community of San Clemente has 4.7 miles of stunning beaches and great surf that draw visitors on a year-round basis. The city is a family-oriented community of more than 65,500 residents and encompasses 18.5 square miles. The most southern city in Orange County, San Clemente is located midway between Los Angeles and San Diego, just north of the undeveloped lands of Camp Pendleton.

As San Clemente has grown in population, it has held steadfast to its heritage as the Spanish Village by the Sea. What was once a small residential village tied to its historical setting as an outpost along El Camino Real, San Clemente has matured into a diverse, full-service suburban community.

With its natural beauty and outstanding amenities, San Clemente maintains an exceptional quality of life for its vibrant and engaged citizenry. The city offers a unique blend of community events, performing arts, recreational activities, award-winning schools, and excellent business opportunities. Listed in the Top 100 Safest Cities, San Clemente enjoys quality public safety as well as parks and recreation services. San Clemente provides its residents and visitors with a variety of retail shopping experiences and services; including the historic, pedestrian-friendly downtown, Avenida Del Mar, along with the Pier Bowl area that is part of a picturesque city-maintained beach trail.

While San Clemente reflects a relaxed beach environment and atmosphere, there is also a culture of strong civic awareness. San Clemente residents are bright and highly involved, which leads to an enhanced sense of community, and a higher standard for development, historic preservation, and urban design.

With its world-renowned surf breaks, San Clemente is also a premier surfing destination. This coastal jewel has family-friendly beaches, a network of pedestrian and bicycle trails, rugged hills and canyons, clean air, and a mild Mediterranean climate that enhances the community's distinctive seaside lifestyle.

CITY GOVERNMENT

The City of San Clemente operates under a City Council/City Manager form of government. The City Council consists of five members, elected at-large, for four year overlapping terms of office. Non-partisan City elections are held in November of even-numbered years for Council Members. The City Council acts as the legislative body, to set policy, approve the budget, pass local laws which are incorporated into the Municipal Code, and to give direction on matters concerning the City.

The City Departments include the City Clerk, Beaches, Parks & Recreation, Community Development, Finance & Administrative Services, Public Works and Utilities. The City contracts police and fire services with the Orange County Sheriff’s Department and Orange County Fire Authority.
THE POSITION

This position serves as a division manager and provides supervisory direction and policy oversight to Code Compliance Division staff, which includes code enforcement, park ranger, community outreach, and volunteer personnel. Positions at this level are distinguished from other classes within the series at the staff level by greater decision-making authority, and the authority to interpret codes, as related to more complex, controversial or unusual cases. This position manages division budget expenditures, and establishes and communicates division policies and procedures. The position may act as a hearing officer in code compliance matters, as authorized by the City.

QUALIFICATIONS

EXPERIENCE: Five years of responsible code enforcement experience, including several years of supervisory and administrative experience.

EDUCATION: Equivalent to the completion of the twelfth grade supplemented by specialized training and/or certification in code enforcement, customer service, the building trades, construction practices, and/or code enforcement processes. Bachelor’s degree from an accredited college or university with major course work in administration of justice, public administration, political science, business management, urban planning, or a related field is highly desirable.

LICENSE: Possession of, or ability to obtain, an appropriate, valid Class C driver’s license. Possession of, or ability to obtain within twelve months, PC832 certification. Possession of a current California Association of Code Enforcement Officers (CACEO) Certified Code Enforcement Officer certification or equivalent experience.

DUTIES

- Analyze City codes and County and State code enforcement standards and establish procedures and protocols for their enforcement within the field, on private and public property; evaluate more complex or sensitive cases, issues, and complaints; provide guidance to code compliance staff as to how these cases or issues should be handled, given technical issues or significant customer service problems.
- Schedule inspection and patrol work of the code compliance staff and volunteers and determine appropriate deployment of staff within the field given code enforcement needs.
- Select, train, motivate and evaluate code enforcement, park ranger, and community outreach personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Monitor special needs and areas of concern within the City, including violation trends and patterns; share findings and consult with other departments, divisions, law enforcement personnel, and other agencies and parties as to effective enforcement and community outreach techniques.
- Write and update division policies and procedures to assure more effective field enforcement practices.
- Determine effective applications of code compliance databases, and consider methods to improve internal communications, customer correspondence, and compliance with standards.
- Monitor the status of sensitive cases and consult with City Attorney, legal representatives, and local agencies in proceeding with collaborative enforcement actions, and matters requiring civil litigation.
- Conduct more complex business and residential inspections involving special enforcement programs; ensure compliance with applicable zoning and nuisance codes, storm water regulations, ordinances and regulations; issue, and oversee the issuance of, notices of violation, administrative citations, notices to appear (misdemeanor citations); perform follow-up inspections as necessary.
- Inspect industrial, commercial and residential buildings during various stages of construction and remodeling; ensure compliance with applicable uniform building, plumbing, or mechanical codes, ordinances and regulations.
- Investigate or coordinate the City’s enforcement actions in contested cases and prepare or evaluate case reports and their acceptability for presentation purposes.
- Research new legislation and new or revised code provisions affecting enforcement and community outreach actions.
- Prepare and review division operating and activity reports, and determine effective means of communicating status of programs and progress at department, committee, and City Council level.
- Testify in court and at administrative proceedings, and serve as Hearing Officer, as designated by the City.
IDEAL CANDIDATE

The Ideal candidate is a collaborative leader with outstanding character, integrity and professionalism who will strengthen community-wide confidence in code enforcement efforts. The Code Compliance Manager is a proven and effective communicator with a "can do" attitude, demonstrating negotiation skills to create a culture of "getting to yes" for both the citizens and the community.

The City is looking for a candidate with a proven track record of successful code enforcement initiatives that works collaboratively and cooperatively with not only City Departments, but also the community. The ideal candidate will demonstrate a keen understanding of zoning, property maintenance, and public nuisance codes, relevant complex California code requirements, laws and regulations, the legal framework of code enforcement and outreach services, successfully navigating conflict and seeking positive solutions.

The ideal candidate is an accessible and supportive manager who leads by example and encourages staff to take pride and ownership of their work efforts. A highly articulate oral communicative style coupled with superior interpersonal and customer service skills is critical for the position.

APPLICATION AND SELECTION PROCESS

First Review Date | June 24, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to apply@bobhallandassociates.com.

Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the Deputy Community Development Director. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

SALARY RANGE - $107,161.60 - $130,249.60 Annually; increase of base salary by .25% effective July 1, 2022 plus a one-time non-pensionable payment of $2,750 on July 1, 2022; increase of 1% effective July 1, 2023. Class and compensation study to be completed in Fiscal Year 2022-23.

ONBOARDING BONUS - $2,000 non-PERSable payment upon completion of the first 2 full weeks of employment.

FLEXIBLE WORK SCHEDULE - Most positions work a 9/80 work schedule.

HOLIDAYS – The City presently recognizes 12 regular holidays, plus two floating holidays.

VACATION – Employees accumulate vacation at the rate of 120 hours per year increasing to a maximum of 180 hours based on years of service.

ADMINISTRATIVE LEAVE – Employees in this position are granted 64 hours per year.

SICK LEAVE - Accrual of 8 hours per month.

INSURANCE – The City provides a comprehensive benefit package including employee medical, dental, vision, short-term, and long-term disability insurance.

LIFE INSURANCE – Value equal to two times annual earnings up to a maximum of $200,000.

DEFERRED COMPENSATION – Employees may defer up the IRS permitted annual maximum

FLEXIBLE SPENDING ACCOUNT – Employees may participate in either or both of the Health Care or Dependent Care programs.

EMPLOYEE ASSISTANCE PROGRAM – The City offers full-time employees and their dependents an EAP program which provides a variety of professional services.

ON-SITE FITNESS CENTER - No fee fitness center with state of the art equipment for employee use at City Hall.

RETIREMENT – The City of San Clemente is a member of the California Public Employees’ Retirement System (CalPERS), and is subject to the Public Employees’ Pension Reform Act (PEPRA). Classic Member: 2% @ 55 CalPERS Retirement Plan Employee contribution: 7% (of the 7% employee contribution). PEPRA New Member: 2% @ 62 CalPERS Retirement Plan Employee Contribution Amount: 6.75%. The City is also a member of the Social Security system.