DEPARTMENT LIAISON  
(Code Enforcement)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position assists the agency or department by fulfilling certain public and administrative tasks. Responsibilities include planning and organizing code enforcement policies and procedures of the City, maintaining files, and compiling and disseminating information. The incumbent in this position generally performs office work dealing with the interaction between the Division of Building & Codes and the Fire Department. Unique to this position is the interaction with city residents to facilitate the coordination of code enforcement requests, and complaints and permits to ensure compliance with city and state building regulations. Explanation of office policies or applicable regulations to the public is a duty of this position. Supervision is exercised over a small numbers of clerical and administrative personnel and over a larger number of firefighters who participate in code enforcement activities.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in formulating policies and preparing directives as required;
- Assists citizens with code enforcement procedures, policies and processing of applications;
- Coordinates activities of Fire, Emergency and Building Services staff for code enforcement inspections, re-inspections, violations, permits, etc.;
- Maintains departmental records or files and reviews records for accuracy and compliance;
- Directs referrals to City, County and State Agencies and may also make inquiries of these agencies on behalf of the department;
- Furnishes information to the public, visitors and clients, and responds to requests and complaints;
- Serves as a liaison between uniformed Fire Department personnel and non-uniformed Building & Codes personnel;
- Attends institutes, conferences, meetings and seminars by Federal, State and local representatives on code enforcement;
- Assists with the daily supervision of clerical staff;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the City of Albany, its departments and structure, and their relationship with County and State Agencies;
- Good knowledge of code enforcement policies, procedures, rules and regulations;
- Good knowledge of personal computers and office equipment;
- Working knowledge of English, spelling and arithmetic;
- Ability to understand and carry out oral and written directions;
- Ability to delegate oral and written duties to office staff;
- Ability to clearly express ideas both orally and in writing;
- Ability to complete multiple tasks under time constraints imposed by the nature of the job;
- Ability to use communications and telephone equipment;
- Ability to deal calmly and effectively with co-workers and the public;
- Good judgment in dealing with co-workers and the public;
- Neat personal appearance;
- Tact and courtesy;
- Reliability;
- Accuracy;
- Physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:**

A. Seven (7) years of experience as a firefighter or related field, three (3) years of which must in code enforcement activities including one (1) year experience in public relations involving the community and law enforcement; **OR**

B. Graduation from high school or possession of high school equivalency diploma and five (5) years of experience as a firefighter or related field, three (3) years of which must in code enforcement activities including one (1) year experience in public relations involving the community and law enforcement.

**SPECIAL NOTE:**

A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

Incumbent must also possess certification from the Department of State for Code Enforcement Officer at the time of appointment and for the duration of employment.