DEPUTY DIRECTOR OF CODES

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Director of the Codes reports to the Director. The incumbent has full authority to act on behalf of the Director in his/her absence. The incumbent will assist the Director in managing, directing and implementing the department’s policies and programs. The Deputy will be assigned specific management responsibilities related to the operation of the department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees the day-to-day activities of the Department’s Code Enforcement Inspectors and Code Enforcement Inspector-Trainees, including overseeing the scheduling of inspections, the conduct of inspections, and the issuance of citations and notices to abate;
- Oversees the training of code enforcement staff, including ensuring that all new trainees attend the necessary courses mandated by the New York Department of State, that all inspectors maintain their code enforcement officer certification by attending the requisite early continuing education courses;
- Interacts with the public, including attending neighborhood association and other community group meetings, explaining compliance problems to members of the public, including those who have been cited for a code violation, and testifying in court;
- Ensures that the published materials of the Department accurately reflect the law;
- Works with the Department Head and Corporation Counsel in the prosecution of code violations by ensuring the code enforcement staff properly draft, submit, and serve pleadings for noncompliance, assisting Corporation Counsel in monitoring the outcome of court proceedings and updating Corporation Counsel concerning the state of compliance during the court process;
- Assists code enforcement staff in preparing for prosecutions, trials, and hearings;
- Assists and advises the Department Head in the development of Standard Operating Procedures, office processes, software and City ordinances to improve Department operations and public safety on an ongoing basis;
- Assists the Department Head and other management staff in working with employees to negotiate an employment contract;
- Assists clerical staff in answering questions from members of the public who come to the front counter or call the Department to request information;
- Prepares written reports regarding violations of the relevant building and city codes;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern practices, principles, materials, tools used in building construction;
- Thorough knowledge of the building trades;
- Thorough knowledge of the requirements of the New York State Building and Construction Codes, State Uniform Fire Prevention and Building Codes, City of Albany Zoning Ordinances;
- Good knowledge of personal computers and office equipment;
- Ability to establish and maintain cooperative relationships with coworkers and the public;
- Ability to read and interpret plans and specifications;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree (or higher) in a building, construction or environmental safety field or related field and two (2) years of management experience: **OR**

B. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in a building, construction or environmental safety field or related field and two (2) years of experience working in a field related to buildings including two (2) years of management experience: **OR**

C. Graduation from high school or possession of a high school equivalency diploma and four (4) years experience working in a field related to buildings including two (2) years of management experience.

**SPECIAL REQUIREMENT:**

Completion of Minimum Basic Code Enforcement Training required pursuant to Title 19 of the NYCRR within one (1) year of appointment.