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**Date:** February 27, 2019  
**To:** Director of Human Resources  
**From:** Community Development Director  
**Subject:** **Request to Approve Job Specification for a Community Development Department Code Enforcement Supervisor**

The Community Development Department currently has a budgeted, but vacant code enforcement officer position and two filled code enforcement technician positions. All three of these positions report directly to the principal planner. The Department is requesting to add the position of Code Enforcement Supervisor to provide direct supervision to the officer and technicians and better align the job descriptions with the job duties performed.

The code enforcement officer job description states that they may supervise code enforcement technicians; however, the position is not utilized as such, and the remainder of the description does not describe any typical duties of a supervisor. The code enforcement technician job description does not include supervision duties.

The proposed Code Enforcement Supervisor position will be responsible for administration and supervision of the work of the code enforcement officers and technicians in the enforcement of land use, zoning code, and related municipal codes and ordinances, to determine violations and gain compliance. The primary responsibilities will be directing assigned staff in the performing of complaint investigations and inspections, setting goals and priorities, establishing performance standards, managing team workload and conducting performance reviews.

The Code Enforcement Supervisor job description details the duties of a supervisor combines multiple job descriptions into a single job description reflecting a common administrative skillset. Specific certifications/licenses, skills, and abilities are itemized out for each division supervisor.

Thank you in advance for your consideration. Please contact me at (408) 615-2451 if you have any questions regarding this request.

*For* Andrew Crabtree  
Community Development Director

**cc:** Reena Brilliot, Planning Manager; Christine Doan, HR Technician