



Department of Housing and Community Affairs, Montgomery County, Maryland

Program Manager II (Code Enforcement Manager)

Grade 25

To apply, click the link: <http://www.montgomerycountymd.gov/ohr/staffing/careers.html>, Careers → WORK4MCG → Search Jobs. See Job announcement **IRC51483**.

JOB DESCRIPTION

The Department of Housing and Community Affairs (DHCA) is seeking a Program Manager II in the Housing Code Enforcement Section.

The Housing Code Enforcement Section is responsible for administering Montgomery County Codes Chapter 26, Housing and Building Maintenance Standards, Chapter 48, Solid Waste, and Chapter 56, Weeds. They investigate complaints, perform legally required inspections, and educate our citizens regarding their rights and responsibilities in the area of property maintenance.

The Program Manager II supervises and provides technical assistance to individuals and teams of inspectors in the Housing Code Enforcement Section. The employee distributes work to assigned employees; review completed inspection reports for uniformity of action and compliance with regulations/procedures; and establishes the timeframes within which corrective action is to occur. The employee conducts performance evaluations and provides on-going guidance to assigned inspectors. Other duties include; origination, reviewing, and maintaining inspection/investigative reports and records; overseeing data collection, analyzing information, and preparing reports. The employee reviews programs and procedures for effectiveness and compliance with regulatory standards as well as develops, recommends, and implements modification and revision.

The Program Manager II advises senior managers of significant, potentially controversial code enforcement issues; testifies in court as an expert witness; handles complex issues and laws; conducts field inspections for training purposes, to accommodate staff shortage, and to investigate complaints involving unusual/sensitive situations. The employee works with a wide range of diverse individuals and groups and must attend meetings/perform assignments outside the office, including evenings and weekend.

Program Manager II positions assigned to the Housing Code Enforcement Section of the Department of Housing and Community Affairs require International Code Council (ICC) certification and recertification at the time of hire.

As a manager/supervisor of unionized employees, this position has a responsibility for fostering a positive labor relations environment based on mutual trust, respect, and cooperation.

MINIMUM QUALIFICATIONS

Experience: Thorough five (5) years professional experience in housing code inspection/enforcement, code and/or law enforcement, or closely related field.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

CERTIFICATIONS: (may vary according to assignment as follows) (1) Program Manager II positions assigned to the Housing Code Enforcement Section of the Department of Housing and Community Affairs (DHCA). Note: There will be no substitutions for this section.

LICENSE: If required by the position of assignment, possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PREFERRED CRITERIA

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

1. Experience in explaining laws, codes, regulations, and policies applicable to housing code enforcement, both orally and in writing.
2. Experience in inspection and enforcement methods, and techniques in resolving related issues and problems.
3. Experience in preparing and maintaining a variety of records and reports, including skills with databases and current technology.
4. Experience in providing training to and/or supervising staff in inspection and enforcement activities.
5. Experience in collaborating with other enforcement agencies and staff.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.