

Code Compliance Manager Position – City of Galax, Virginia

To apply for this position submit a completed City of Galax employment application, release form, resume' and cover letter to City of Galax, Human Resources Director, 111 E. Grayson Street, Galax, VA 24333 or email to human-resources@galaxva.com. This position is open until filled. The City of Galax is an Equal Opportunity Employer.

FLSA Status: *Exempt*

General Definition of Work

Performs management of City of Galax (CG) Code compliance matters. The essential functions for the city code compliance program involves planning, organizing, supervising, and evaluating issues relative to ensuring compliance with applicable ordinance, codes and regulations related to zoning, land use, housing, building codes, and other matters of public concern. Other essential functions involve maintaining records, preparing reports, and other related work as apparent or assigned. Work is performed under the limited supervision of the City Engineer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides role leadership and works with CG staff to ensure code compliance.

Maintains current knowledge of CG code, ordinances, and applicable laws, as well as providing investigation techniques and practices for evaluating suspected code violations.

Establish and maintain effective working relationships with CG officials, developers, contractors, property owners and the general public; Provide compliance assistance with CG ordinances involving zoning, subdivisions, building maintenance, open burning, health and sanitation, housing standards and other similar CG codes.

Perform work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems. Provides sustained concentration for producing accurate results in management including consistent updating of record files.

Serves as CG Zoning Administrator. Duties consist of zoning applications; conducts plan reviews; holds zoning hearings; issues zoning opinions; performs routine inspections throughout CG to verify zoning compliance; coordinates maintenance of updates to the GIS zoning maps. Obtain and maintain Zoning Administrator certification from the Virginia Zoning Officials Association.

Coordinates approval process for Sign Permit applications with the public and city staff. Provides maintenance of sign permit records.

Coordinates approval process for CG business license Zoning and Public Safety Review applications with the public and CG staff. Provides maintenance of business license Zoning and Public Safety Review application records.

Receives complaints from the general public and develops an investigation to determine validity of alleged code violations. Research, analyze, evaluate and develop effective solutions to code compliance issues. Works with CG Attorney and provides representation for CG with testimony in court actions.

Research survey evidence, maps, deeds, physical evidence and other records to obtain information on real estate property for developing code compliance strategies.

Assists Engineering Department staff with management of development projects and other duties as assigned.

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Knowledge, Skills and Abilities

Excellent oral and written communications skills are required. Ability to interact tactfully and effectively with the public, business organizations, boards, CG Council and state/local agencies to explain and coordinate requirements of various CG code ordinances. Must display exemplary self-motivation, knowledge, professionalism and expertise.

General knowledge and ability to read and interpret construction plan drawings and other technical documents. Ability to review applications and plans, understand ordinances and regulations, and interpret their application to specific projects.

Education and Experience

Minimum education requirement of an Associates of Applied Science or similar technical degree. Coursework in management, planning, public administration, criminal justice, or other related fields are preferred. Experience in zoning administration, management, public services and office administrative positions are desired.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and pushing or pulling, frequently requires sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting and occasionally requires standing, walking, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work requires occasional exposure to outdoor weather conditions and may require working near moving mechanical parts, working in high, precarious places, exposure to vibration and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.