

# Job Announcement

City of Baton Rouge/Parish of East Baton Rouge

**Job Title:** CODE ENFORCEMENT MANAGER

**Type of Vacancy:** Open Competitive  
Conditional

**Job Opening No.:** 2019408-3

**Job Code:** 1722

**Work Location:** Development-Neighbor Revit-GF

**Starting Annual Salary:** \$63,783

**Pay Grade:** 2310

**Application Dates:** 05/10/2019 – 05/23/2019

**Application Times:** Friday 12 Noon - Thursday

**NOTE:** Applicants using education to qualify for any job MUST attach a copy of their degree or transcript to their application at the time of applying. Applicants applying for any position that requires an official certification MUST attach a copy of that certification at the time of applying. Applicants MAY use experience as a substitution only if the minimum requirements indicates such.

## GENERAL DESCRIPTION

Under the direction of the Development Director, performs very responsible work in directing blight code enforcement programs for the purposes of reducing and eliminating blight across the City-Parish. Primary work includes overseeing City-Parish city codes and ordinances pertaining to signs, housing, litter, overgrowth, abandoned vehicles, garbage containers, and dump sites, as well as supervising the daily activities of blight code enforcement officers. Incumbent has wide latitude for exercising independent judgment and use of delegated authority, particularly with respect to the daily interpretation and enforcement of the laws, rules, regulations, codes, and ordinances applicable to blight code enforcement and blight elimination. Employee is also responsible for continuous process improvement, operational efficiency reviews, and informing the Development Director and Mayor's Office on key issues relative to blight elimination programs. Performs other work as requested.

## MINIMUM REQUIREMENTS

### EDUCATION AND EXPERIENCE

Bachelor's in public administration, urban planning, or a related field, and eight years in code inspections and enforcement or municipal housing/redevelopment program administration, including four years of managerial experience (may include complex project management).

### SUBSTITUTIONS

Any equivalent combination of education and experience

### CERTIFICATIONS/LICENSES

Position(s) of this classification may require a valid Louisiana driver's license. If license is required, must be maintained throughout employment in this position.

### OTHER JOB ASPECTS

None.

### SELECTIVE CERTIFICATION

None.

### EXAMINATION

Score derived from application grading.

### APPLICATION NOTE

In your employment application, please be detailed in describing prior experience dealing with investigations and complaints (e.g. what was investigated/inspected, what codes and regulations were enforced, what reports were maintained, how much customer and legal interaction was involved). Also detail any specific tests or procedures used in the course of your duties.