



## **Assistant Director of Code Compliance Services**

Code Compliance Services is seeking an experienced individual to serve as an Assistant Director. The candidate should be a visionary leader with a propensity to excel through servant leadership. The Assistant Director reports directly to the Department Director and the position's responsibilities are to plan, direct and provide executive management services to the department. The incumbent will be responsible for assigning and reviewing performance of subordinate managers and supervisors as well as overseeing financial and budgetary management, operations review, administrative direction, and quality control of assigned departmental programs, functions, and/or divisions to ensure effective departmental performance.

The mission of Code Compliance is to foster clean, healthy, safe communities while preventing physical blight in Dallas neighborhoods. Code Compliance is an ISO 9001, 14001, and OHSAS 18001 certified department that addresses approximately 300,000 service requests annually (both customer requests and proactive cases), enforcing over 900 City ordinances across 27 chapters of the Dallas City Code. The department is comprised of: [Administration](#), [Neighborhood Code](#), [Nuisance Abatement](#), and [Consumer Health](#).

Code Compliance Services has a staff of 300 personnel and a budget of \$28.7 million.

The position works in close collaboration with other Code Compliance divisions and City departments and effective customer service and project management skills are critical.

### Essential Functions:

- Provide leadership and strategic direction to the Administration and Consumer Health divisions of Code Compliance.
- Lead the annual budget development process for Code Compliance.
- Reconcile revenue accounts/online transactions and post transactions to the City's financial system.
- Review and provide monthly financial status reports to the Office of Financial Services and make strategic decisions to ensure the department does not exceed annual budget allocation.
- Supervise staff responsible for all personnel actions for the department including hiring, training, and performance evaluations to ensure productivity and quality standards are maintained.
- Oversee staff responsible for procurement, accounts payable, and contract management.
- Facilitate lien review meetings with property owners and staff.
- Work directly with Dallas County Health & Human Services on issues related to mosquito abatement and food protection/education.

- Implement a mosquito management plan that includes outreach (radio ads, flyers, etc.), mosquito trapping (supervise staff responsible for maintaining 96+ mosquito traps), surveillance and source reduction.
- Periodically review and propose ordinance changes related to food inspections and swimming pool inspections to stay current with state regulations.
- Oversee the department-wide training program, including the 6-week Code Academy for new Inspectors, as well as continuing education courses for all divisions of Code Compliance.
- Train and oversee front desk personnel on providing initial responses to callers and visitors.
- Respond to questions/concerns from Council and City Manager's Office, as needed.
- Oversee completion of annual risk assessment.

The ideal candidate will:

- Have the ability to manage in a dynamic and fast paced environment
- Possess thorough knowledge of business principles, practices and techniques used in department management including but not limited to procurement and contract administration
- Have strong budget development, budget control and procurement skills with the ability to analyze and project financial and other data
- Maintain the department's policies and procedures to ensure compliance with applicable laws and regulations
- Have exceptional project management skills as evidenced by taking large/complex project(s) with multiple stake-holders from the beginning stages to closure within established time frames
- Have excellent analytical skills and high-level proficiency with Microsoft Excel
- Communicate effectively both in writing and verbally
- Possess strong presentation and public speaking skills with the ability to tailor the message to the audience
- Focus on both internal and external customer service; work collaboratively with diverse stake-holders in accomplishing their goals; balance conflicting needs and demands in a fast paced work environment
- Manage staff and provide leadership to provide a clear understanding of the department's core goals through regular and consistent communication
- Possess strong analytical skills to identify process flow deficiencies
- Be able to interpret and apply federal, state, and local policies, laws, and regulations, as well as relevant legislation
- Be able to establish and maintain an effective rapport with all levels of city management, city officials, vendors, contractors, media, community business organizations, and the general public
- Have a track record of absolute integrity and honesty in professional and personal matters

Requirements:

Qualified candidates must meet the following requirements:

- Bachelor's degree in Public Administration, Business Administration, Management, Finance or a closely related field
- A minimum of ten (10) years of broad, extensive and progressively responsible experience in business, finance, budgeting, accounting and/or other public administration including responsibility for planning, organizing, and coordinating activities of a major program; experience must include including five (5) years of supervisory experience; **or**
- A Master's degree in the related field and eight years of related experience; including five (5) years of supervisory experience

Salary

The City provides an excellent management benefits package.

Salary Range for the Assistant Director classification: \$88,006, - \$148,154

Anticipated hiring range for this specific position: \$105,000 – \$118,000

**Interested Applicants:**

Interested qualified candidates must submit an application online via NeoGov at:

[www.governmentjobs.com/careers/dallas](http://www.governmentjobs.com/careers/dallas)

**\* Applications must be complete, including previous salary history and required references. A resume and letter of interest are recommended. All documents must be attached at the time of submission for consideration. A resume should be submitted as supplemental documentation only and will not be considered as a primary application for the position. Incomplete applications may not be considered. Application must be submitted by the deadline noted on the NeoGov application submission site.**

*The City of Dallas is an Equal Opportunity Employer. Women and minorities are encouraged to apply.*

*Under the Texas Public Information Act, information from your resume may be subject to public disclosure.*