



Central Berks Regional Police Commission

2147 Perkiomen Avenue, Reading, PA 19606
610-779-1100 (Office) 610-779-7135 (Fax)

John Theodossiou, Chairman, Ryan Maurer, Vice-Chairman,
Todd Weikel, James Oswald, Troy Goodman, and Tom Baer

Position: CODE ENFORCEMENT ADMINISTRATOR

The Code Enforcement Administrator is responsible for a variety of routine and complex code enforcement management and supervisory duties to support the activities of public safety, including enforcing laws and ordinances administered by the Central Berks Regional Codes Enforcement Department. This position is located within the Central Berks Regional Police Department and will report to the Chief of Police for the Central Berks Regional Police Department.

In the Code Enforcement Administrator capacity, the candidate will: manage and supervise the day-to-day operations of the Department personnel and programs; assigning, scheduling, review of work, communicating work standards and expectations, evaluation of performance, initiation of discipline procedures where and when appropriate; plan, coordinate, prioritize, respond, monitor, direct, evaluate, and investigate potential violations of property maintenance codes, zoning ordinances, rental and housing ordinances, and other public safety and nuisance ordinance; ensure the initiation of fair, equitable, consistent, and timely enforcement proceedings; administer Residential Crime Free Residential Rental Housing Program Ordinances; review of complaints and incident reports submitted to the Department for assignment of matters for Department follow up investigation, and/or referral of matters to other appropriate jurisdictional organizations; review and approve Department case investigations, inspections, and written reports of findings to ensure quality and accuracy for assurance of internal policy compliance; assist the Chief of Police with preparation and management of Department budgets; management of the municipal code enforcement software system, databases, and reporting system utilized by the Department; represent the Department at legal proceedings, public meetings, contacts with other municipal, county, state, or federal governmental agency representatives, legal counsel, elected officials in municipalities served, and with the public at large; respond to community and citizen inquires and questions regarding programs administered by the Department; develop, review, and where required, modify Department operational policies and procedures, guidance, reporting procedures, and enforcement responses; provide guidance and assistance to personnel in the Department and the municipalities served, or their duly appointed representatives, in administration of Rental Unit, Vacant Property, and Foreclosed Property Registration Programs, including processes and procedures for registration, licensing, document and file retention, required information and application submittal and review, compliance assistance, and violation detection; assist served municipalities in development, review, and adoption of public safety ordinances; assist the served municipalities during public safety crises or emergencies as needed.

This position requires strong interpersonal and communication skills; ability to resolve conflict; ability to work independently and exercise sound judgement in drawing conclusions and making decisions; ability to communicate clearly and concisely both verbally and in writing; ability to read and interpret legal documents and descriptions; proficiency with computers, Microsoft Office, Excel other database and software systems, and other office related equipment; and an ability to establish and maintain effective working relationships with citizens, property owners, elected officials, other employees and municipal office staff, and the general public. This position requires the candidate to have a high school diploma from and accredited school or GED, graduation from an accredited college or university (preferred); **two or more years of professional related experience in code enforcement, inspections, or other related field**, two or more years of management and supervisory experience, or combination of education and experience; possession of a valid driver's license and ability to competently operate a motor vehicle safely, the ability to pass random drug screenings and

background check. Fluency in Spanish helpful. A background in law enforcement may be helpful but is not required.

The Code Enforcement Administrator will perform their duties primarily in an office environment where office equipment such as computers, telephones, and other office equipment is utilized. The position will at times also perform their duties in an outdoor environment where they are required to stand, walk, climb, or balance, stoop, kneel, crouch, crawl, hear, talk, and use hands and fingers to handle, or feel or operate objects, tools, or controls, and reach with hands and arms.

Compensation is based on a 40-hour work week, Monday through Friday, with occasional evening or weekend responses. Salary is commensurate with experience. Benefit package includes paid Holiday, Vacation and Sick Leave; Health, Dental, and Vision Insurance Plan(s), 410(a) and 457 Retirement Saving Plans.

The Central Berks Regional Police Department Police Commission does not discriminate on the basis of age, gender, marital status, race, color, creed, national origin, political affiliation, religion, sexual orientation, or disability.