

Job Description

JOB DESCRIPTION: RED LIGHT OPERATIONS MGR-CONTRACT

BENEFIT GROUP: CM JOB CODE: XEM11

PAY GRADE: NB111 AUTHORIZED STRENGTH: 1

PAY RANGE: Min:

Mid:

Max: \$46,024.16 annually

\$58,997.49 annually

\$71,970.81 annually

NATURE OF WORK:

Performs responsible professional and administrative work involving the supervision and management of the City's Red Light Enforcement program. An employee assigned to this position is responsible for supervising, scheduling, coordinating, and reviewing the work of subordinate personnel; establishing and maintaining record keeping systems, preparing and or reviewing various reports. Work is performed independently within established guidelines and is reviewed through conferences, reports submitted, and results obtained.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Manages, coordinates, and directs the activities of Red Light Enforcement program and staff. Investigates and responds to Commissioners, citizen's red light running violation complaints. Reviews cases with the review compliance officer, recording secretary and attorneys. Supervises cases and provides code interpretation. Reviews program activity reports with Code Enforcement Division Manager. Develops and administers annual operating budget.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of City Policy and Procedures Knowledge of municipal codes, ordinances, administrative regulations, and principles and practices of the uniform citation process Knowledge of modern practices

and principles of administrative management Knowledge of relating to the preparation and utilization of an annual budget Knowledge of court proceedings and case presentations Ability to establish and maintain effective relationships with citizens, staff, City, County, State, and Federal officials Ability to operate personal computer and related office equipment Ability to communicate clearly, concisely, both orally and in writing, enforcing regulations with firmness, tact and enforcing City codes.

MINIMUM QUALIFICATION REQUIREMENTS:

Bachelor degree in Business Management or related field and four (4) years of progressively responsible related experience, two (2) of which must have been in a management capacity; or an equivalent combination of education, training and experience. A valid Florida Driver's License is required. Must be certified as a Traffic Enforcement Specialist by the Division of Criminal Justice Standards and Training Commission as stated in Florida Statute 316.0083.