



THE COUNTY OF RIVERSIDE
INVITES YOUR INTEREST
IN THE POSITION OF
**DIRECTOR OF CODE
ENFORCEMENT**



SALARY RANGE
\$136,387.96 - \$211,016.93

THE POSITION

The Riverside County Code Enforcement Department, a key branch of the Transportation and Land Management Agency's (TLMA) Public Protection Group, is recruiting for a dynamic and experienced leader to serve as its next Director. This vital role oversees a department essential for maintaining community safety and well-being by enforcing 32 county ordinances related to land use, zoning, illegal businesses, and community preservation. The Director will collaborate with various county departments, including Animal Services, Environmental Health, Fire, Sheriff's, and the District Attorney's Office, to address a wide range of issues that impact the quality of life for Riverside County residents.

As the Director, the incumbent will oversee various teams within the department including the Special Enforcement Team (SET), Short Term Rentals (STR), Cannabis, Neighborhood Enforcement and administration. The incumbent will also administer a variety of key programs, including the Cal Recycle Farm & Ranch Solid Waste Cleanup and Abatement Grant Program, the Cal Recycle Tire Team, and various Board enforcement initiatives including but not limited to illegal vending, commercial cannabis activities, abandoned vehicle abatement, community development, fire hazard and homelessness reduction. The Director's leadership will be instrumental in continuing the department's mission to protect the environment, reduce health risks, and ensure that Riverside County remains a safe, thriving place for the community.

The ideal candidate is a career professional with robust experience in ordinance enforcement and a demonstrated ability in leading, motivating, and managing teams dedicated to upholding and enforcing local ordinances and laws. This individual has a proven track record of managing high-stakes enforcement challenges while leading code enforcement staff, consistently ensuring compliance with land use, zoning, and community preservation regulations. They possess deep knowledge of the legal frameworks governing ordinance enforcement and have successfully navigated the complexities of enforcing these laws in diverse community settings, demonstrating adaptability, and understanding of diverse community needs and challenges.

With a strong commitment to public service, the ideal candidate excels at building and leading high-performing teams, fostering a collaborative and motivated work environment. They are adept at developing strategic enforcement plans, handling sensitive issues with fairness and integrity, and working closely with other agencies to achieve shared goals. This professional is not only skilled in operational management but also in guiding their team through the challenges of ordinance enforcement, always prioritizing the safety, well-being, and quality of life of the communities they serve.

If you are passionate about community preservation and environmental safety, we encourage you to apply for this exciting opportunity.



CHARACTERISTICS OF THE IDEAL CANDIDATE:

- Oversee the Code Enforcement Department within the Transportation Land Management Agency (TLMA) and provide independent operational direction based on policy direction from the TLMA Executive Team.
- Direct and participate in the preparation of the annual budget; review plans, budgets, and expenditures with agency staff to ensure budget targets are met; prepare or supervise the preparation of grant proposals to secure special funding or the preparation of a variety of complex fiscal and
- Review and evaluate effectiveness of financial, accounting, customer service delivery, or information systems; ensure compliance with local, State, and federal laws, rules, and regulations and direct the development and implementation of appropriate control systems, policies, and procedures.
- Direct and participate in the development of new programs and plans to facilitate long and short-term strategies, such as capital budgeting, planning, and investigation of financing methods.
- Assist program managers with the development of and adherence to individual budgets by establishing internal controls to monitor and safeguard financial assets; monitor deviations to budgets and financial assets or productivity and performance; report on activities and, when appropriate, recommend corrective measures.
- Plan and direct internal operations such as personnel, information systems, public service, procurement, development review, and contract administration; direct the resolution of complex administrative problems; interview, hire, train and evaluate the performance of subordinate staff; plan, organize, and administer the annual budget.
- Direct and participate in the resolution of difficult, sensitive, and high interest development cases and operational issues; facilitate the communication of information regarding new legislation to professional personnel; direct and participate in the preparation of responses to lawsuits, media inquiries, and requests from the Board of Supervisors.
- Attend and represent the Agency or Department at public meetings, conferences, or other scheduled events; make presentations on various TLMA programs and services; make presentations to the Board of Supervisors, regional and state agencies, and other local groups on activities of the division, Department, or the Agency.
- Develop and promote effective working relationships with County departments and external agencies and organizations involved in information technology, geographic information systems, procurement, accounting, budgeting, financial reporting, or human resources to facilitate coordinated programs in order to solve mutual problems or exchange information.
- Meet with federal, state, and local agencies to ensure effective cooperation on matters pertaining to County projects and maintenance activities.



MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably with major course work in business or public administration, accounting, finance, engineering, information systems, computer science, or a related field. (Additional qualifying experience may be substituted for the required education on a basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.)

Experience: Five years of professional code enforcement experience including at least three years of administrative, managerial, or supervisory experience, including responsibility for code related program planning and evaluation, budget preparation, or general administrative systems and procedures of a public works department/ agency or an agency with comparable scope of ordinance enforcement work. (Graduate level education from an accredited college or university with a major in administration, management, or a closely related field may be substituted for up to one year of the required experience on the basis of 30 semester or 45 quarter units equaling one year of full-time experience.)

Knowledge of: Principles and practices including the administrative, legal, and technical phases of a public works program; federal and State standards and requirements relating to public works projects under grant-in-aid programs; the principles of organization and administration; principles of supervision and staff utilization; principles and methods of planning, developing, and evaluation programs, policies, procedures, and operations; current trends in public policy affecting public works operations and programs; strategic management and team building.

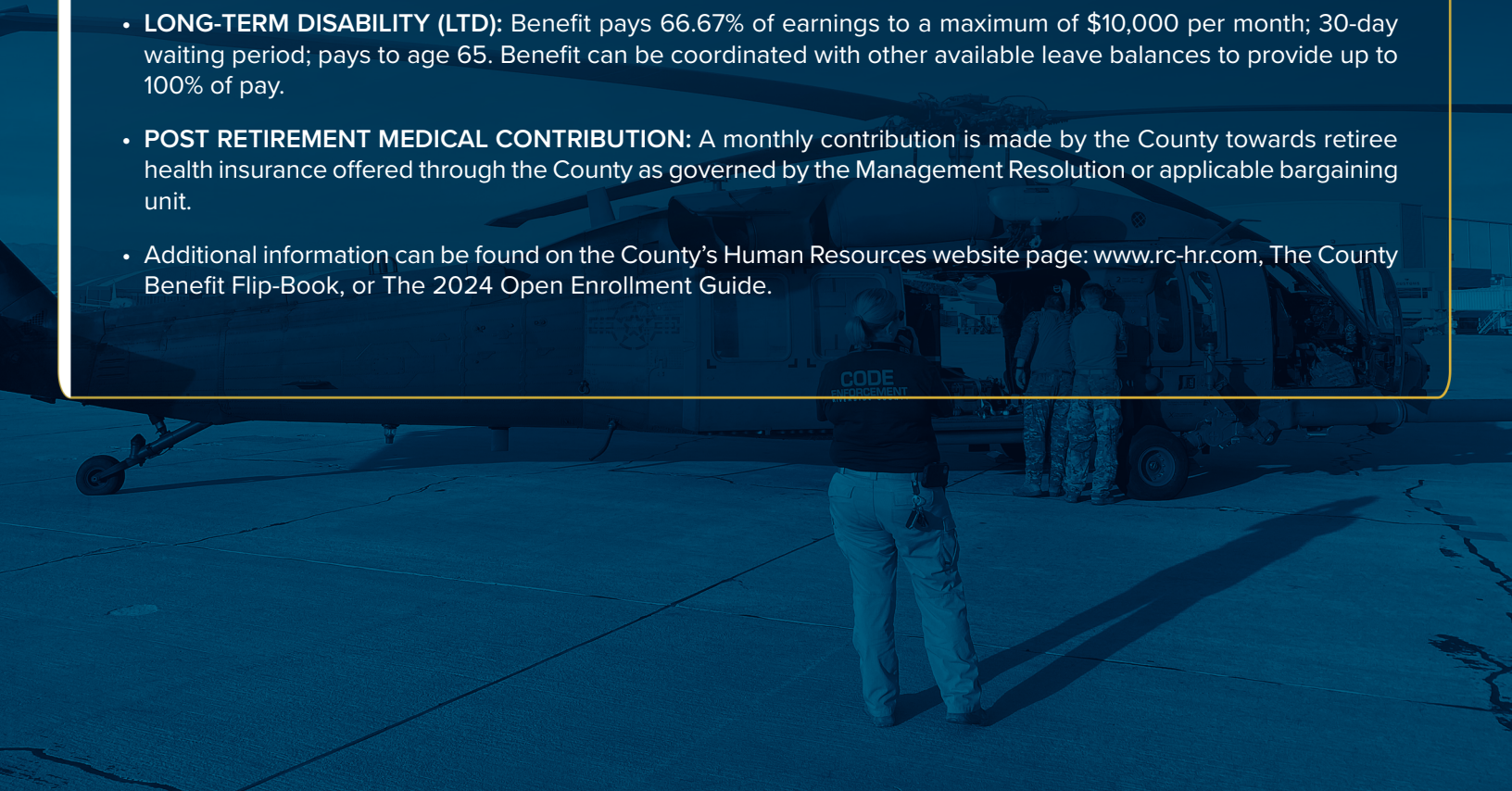
Ability to: Plan, organize, coordinate, evaluate and manage the work of assigned functions and staff; direct the preparation of specifications, reports, and budget estimations; analyze organizational, administrative and budgetary problems, and effectuate sound solutions; comprehend, interpret and apply laws, rules, regulations and procedures affecting operations; maintain effective relationships with a variety of agencies, organizations and individuals; promote various program and services awareness among community groups and organizations; prepare comprehensive and clear oral and written reports.

COMPENSATION & BENEFITS

The annual salary for the Director of Code Enforcement is **\$136,387 to \$211,016**. Placement within the salary range will be based on the selected candidate's experience and qualifications.

In addition to a competitive salary, the County offers an excellent benefits package that includes:

- **MEDICAL DENTAL INSURANCE:** A flexible benefit and premium subsidy totaling up to \$1,561 is provided toward the cost of medical and dental benefits. Vision is provided at no cost to the employee or eligible dependents.
- **RETIREMENT:** A retirement plan is offered through the California Public Employees' Retirement System (CalPERS) after a five-year vesting period. Benefit at age 62 is 2%* if the highest 36-month period of earnings times years of service. The employee contribution rate is 7.75%, subject to changes based on CalPERS actuarial variations.
 - Note: Reciprocity may exist with other public retirement systems in California, please see CalPERS actuarial valuations.
- **DEFERRED COMPENSATION:** Voluntary employee contribution with a choice between two 457 deferred compensation plan options.
- **401(a) MONEY PURCHASE PLAN:** County contribution of \$50 per pay period towards choice between two 401(a) plan providers.
- **ANNUAL LEAVE (Bi-Weekly Accrual):** 1-3 years = 8.92 hours, 4-9 years = 10.46 hours, 10 or more years = 12.00 hours
 - Maximum Annual Leave accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.
- **HOLIDAYS:** Normally 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).
- **BASIC LIFE INSURANCE:** \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.
- **LONG-TERM DISABILITY (LTD):** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **POST RETIREMENT MEDICAL CONTRIBUTION:** A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution or applicable bargaining unit.
- Additional information can be found on the County's Human Resources website page: www.rc-hr.com, The County Benefit Flip-Book, or The 2024 Open Enrollment Guide.



THE COUNTY

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. Riverside County is a great place to live, work, and play.

With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs.

The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County.

Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California.

Additionally, higher education facilities are abound throughout the area, providing continuous educational opportunities for professional development.



THE COUNTY GOVERNMENT

County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves.

The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments.

The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 25,458 employees across over 40 departments and agencies. To learn more about the County of Riverside, go to: <https://rivco.org>.



THE CODE ENFORCEMENT DEPARTMENT

The Riverside County Code Enforcement Department operates under the umbrella of the Transportation and Land Management Agency (TLMA), serving as an integral part of the TLMA Public Protection Group. This group, which includes Planning, Building and Safety, and Code Enforcement, plays a vital role in safeguarding the well-being of Riverside County's communities. By working together, these departments ensure that development, land use, and community standards are maintained to create a safe and enjoyable environment for all residents.

The Riverside County Code Enforcement Department is committed to enhancing the quality of life for residents by ensuring that communities are safe and thriving. The department enforces county regulations concerning land use, zoning, illegal businesses, and community preservation. Collaborating with other county agencies like Animal Services, Environmental Health, Fire, Sheriff's, and the District Attorney's Office, the department handles a wide range of issues, from managing properties with too many animals to shutting down illegal marijuana dispensaries and clearing hazards, debris, and junk cars from properties. The department prioritizes voluntary compliance but is prepared to issue citations, administrative fines, or criminal penalties when necessary. Their goal is to work together with the community to make Riverside County a great place to live, work, and play.

The Riverside County Code Enforcement has six programs that serve the community which include two key CalRecycle programs aimed at protecting the environment and enhancing community safety. The Farm & Ranch Solid Waste Cleanup and Abatement Grant Program funds the removal of illegally dumped materials on agricultural properties, while the CalRecycle Tire Team ensures proper disposal of waste tires by inspecting related facilities and haulers.

Additional programs include Commercial Cannabis Activities, Abandoned Vehicle Abatement Service Authority (AVA) Program, partners with Community Development Block Grant (CDBG Grant), and the Combustible Materials Task Force.

All initiatives focus on preventing environmental hazards, reducing health risks, and maintaining the quality of life in Riverside County.

Mission Statement:

Our mission is to enhance public safety and the quality of life in partnership with communities through fair enforcement of the law and codes.



APPLICATION PROCEDURE

The application deadline is September 30, 2024.

To be considered, please electronically submit your application, including resume via [Government Jobs](#) or clicking [here](#).

Resumes should reflect related work experience as well as details of years and months of positions held.

For questions regarding this recruitment, please contact: Anabel Mulhern at (951) 955-9993 or Amulhern@rivco.org.

Applications will be screened based on criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

