

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Community Enforcement Operations Supervisor	CLASS. CODE: 0054
DEPARTMENT:	General Services	FLSA: E
REPORTS TO:	Community Enforcement Superintendent	DATE: 7/1/2002

---

**Job Summary:**

Supervises the daily operations of code enforcement, parking, security services and parking meter collections. Directs, monitors and evaluates the performance of subordinate staff.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Manages the daily operations of code enforcement, parking and security programs and enforcement of health, solid waste and nuisance abatement. Designs performance standards and training programs, responds to complaints and communicates with the public.
2. Monitors and evaluates employee performance including motivating employees, monitoring field activities and dealing with disciplinary matters.
3. Supervises code enforcement program including reviewing code complaints, conducting investigations, supervising the completion and service of warrants, managing the derelict building program and coordinating the billing of abatement costs.
4. Performs operational duties including ensuring uniforms and equipment are issued or replaced as needed, investigating traffic accidents involving officers and handles time off requests and timesheets.
5. Performs technical duties including analyzing and interpreting state and municipal codes, monitoring law amendments, assists with the rewrite of codes and coordinates operations with other agencies.
6. Assists with special events planning, attends pre-event meetings, prepares cost estimates, schedules staff, reviews security plans and investigates violations.
7. Supervises security and parking services, reviews citizen complaints and surveys, conducts program audits and reviews field operations.
8. Monitors and assists with parking meter collections and audits. Tracks and audits revenues and the work of officers.
9. Assists in budget preparation, completes special projects and assisting with the hiring process and training.
10. Performs reserve police duties including enforcement of codes, issuing citations, participating in sweeps and testifying in court.

**Important Job Functions**

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

**City of Salem**  
**CLASS SPECIFICATION**

**MATERIAL AND EQUIPMENT USED:**

- Police radios
- Cameras
- Motor vehicle and bicycle
- Mobile data terminal
- Noise meter
- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree from an accredited college or university in business administration, criminal justice or a related field; and,

Ten (10) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Police Reserve Commission upon hire
- Security Manager certification
- LEADS certification

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Legal enforcement procedures as applied to code enforcement issues.
- Management and budgeting practices and procedures.
- Rules of Arrest, search and seizure.
- Crime prevention techniques.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Demonstrate crisis management.
- Use personal computers, modern security and enforcement equipment, vehicles and communication devices including radios, pagers and portable phones.
- Speak Spanish (is desirable).
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

***City of Salem***  
**CLASS SPECIFICATION**

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb and cross rugged and uneven terrain.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.