

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Assistant Director, Community Development  
**DEPARTMENT:** Planning and Community Development  
**REPORTS TO:** Director of Planning and Community Development

**SALARY GRADE:** 17  
**FLSA STATUS:** E  
**DATE:** 11/2022

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Responsible for directing the day-to-day operations of the Community Development division which includes inspections, code enforcement, sediment and erosion, construction and storm drain / water inspections. Work is performed under the general direction of the Director of Planning and Community Development. Supervision is exercised over all division personnel.

**ESSENTIAL JOB FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Directs inspectors and office personnel in matters of code enforcement, sediment control, construction review and inspection and plans and permit review.

Remains on-call for emergencies. Responsible for mobilizing and directing the actions of department personnel during natural and public safety emergencies

Manages capital projects, including the review of designs, plans and specifications, selection of contractor, inspection of construction work, review of payment requests and project close-out.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Responsible for administration of sediment control functions, including satisfying state requirements for bi-annual delegation of authority.

Monitors construction permitted through the City building permit process for compliance with permit conditions and City codes and regulations.

Evaluates and drafts updates and modifications to codes and regulations. Reviews plans for compliance with codes, standards, specifications and regulations for approval.

Assists in the preparation of the annual operating budget

Interprets city codes and counsels architects, builders, designers and the public on code and procedural issues.

Prepares documentation for presentation of enforcement cases to Board of Appeals and other administrative or judicial hearings, as required.

Provides technical information to City Council, Advisory Boards and Appeal Boards as necessary.

Presents information in public meetings to the City Council, Advisory Boards and the general public.

Responds to citizen inquiries and complaints relating to code violations, or other related matters.

Meets with homeowners, attorneys, prosecutors, management companies, merchants, citizens or others to discuss code enforcement and to respond to questions relating to regulations and enforcement.

Coordinates field inspector's schedules: assures that all inspections and enforcement actions are completed promptly and effectively.

**IMPORTANT JOB FUNCTIONS:**

Performs daily inspection of housing, non-residential premises, and properties; street, sidewalk and storm drain construction; City capital projects with project management responsibilities.

Prepares correspondence relating to inspections, code requirements, procedures, or other matters as necessary.

Advises on the adequacy of housing, non-residential premises, and properties with respect to compliance with City codes and regulations, and other regulations as applicable. Orders corrections and cites violations as required. Ensures corrections of deficiencies and violations in accordance with codes and citations.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Tape Measure	Penetrometer	Electrical Testing Equipment	Gas Detector
Light Meter	Sound Meter	Level	Camera
Surveying Equipment	Computer	General Office Equipment	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's Degree from an accredited college or university in Engineering, Architecture, Housing, or a related field; and,

extensive progressively responsible experience; or,

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

**Licenses and Certifications:**

Certification as Building Code Official Desirable  
Valid Maryland Driver's License  
Certified Maryland State Sediment Control Inspector  
Certified Property Maintenance and Housing Inspector (within six months of date of hire)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Pertinent codes and regulations administered by department, including state, national and international codes.

Proper inspection methods.

Legal procedures and constitutional provisions involving enforcement of City codes and regulations.

Sediment control regulations.

Street construction codes, standards and specifications.

Building, electrical, mechanical and fire safety codes.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Supervising employees.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to interpret code requirements and to apply requirements to appropriate situations.

Ability to accurately read and interpret plans, maps, and specifications.

Ability to perform interior and exterior inspections, including inspection on construction sites.

Ability to maintain records, logs and files.

Ability to supervise, coordinate, train and evaluate the work of community development inspectors.

Ability to establish and maintain effective working relationships with a variety of people.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally.

**Working Conditions:**

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

**NOTE:** This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.