



**CITY OF EVERGREEN, ALABAMA
INTENT TO EMPLOY**

DIRECTOR OF CODE COMPLIANCE AND DEVELOPMENT

Reports to: Mayor Stanley Stallworth

Salary Range: \$37,500.00 – \$70,000.00 annually (commensurate with qualifications)

Education: Bachelor's Degree Required

Probationary Period: Six (6) months

Applications Accepted: Until position is filled or Determined Non-Fillable

Position Summary

The Director of Code Compliance and Development is a key member of the City's executive team and is responsible for the overall leadership and performance of the Code Compliance Department.

The initial project for the new Director will be to review the City's existing ordinances and Compliance Program and to create a new Compliance Program that specifically incorporates the Alabama Building Code and the International Building Code.

Primary Responsibilities

- Direct the activities of the Code Compliance Department, including planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and service offerings.
- Direct and manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service and/or operational area.
- Develop programs to promote code compliance and educate the public regarding the issues and goals of the department.
- Lead the development and administration of the department budget; approve the forecast of funds and expenditures needed for staffing, equipment, materials, and supplies; and implement budgetary adjustments as appropriate and necessary.

Additional Key Duties

In addition, the Director will:

- **Damaged/Unsafe Structures & Demolition Process**
 - Lead the City's process for addressing severely damaged or unsafe residential and commercial structures (including those damaged by fire, flood, or other events).
 - Work with the Mayor, City Council, and legal counsel to develop and implement clear procedures and criteria for determining when demolition by the City is appropriate.
 - Ensure that all due process, notice, and documentation requirements are followed in connection with such enforcement actions.

- **Housing Growth & Development Opportunities**

- Serve as the City's lead staff member in identifying and advancing housing growth opportunities, including potential public/private joint ventures, use of federal and state tax credits, and other housing funding sources and incentive programs.
- Help the City evaluate and pursue feasible housing projects that support neighborhood revitalization, infill development, and broader community development goals.

- **Environmental**

- Oversee the City's ordinances regarding unlawful disposal of municipal solid waste, industrial waste, and hazardous waste and monitor the foregoing.

The ideal candidate will have experience in one or more of the following areas, or a demonstrated aptitude and willingness to learn quickly:

- Code enforcement and building standards
- Housing development, real estate, or community development
- Public/private partnerships, tax credits, or other housing finance tools

The Director performs other duties as requested by the Mayor and attends meetings of the City Council when requested.

Supervision Received and Exercised

- Receives general direction from the Mayor.
- Exercises oversight of full-time and/or part-time staff as assigned.

Minimum Qualifications

- **Education:**

- High school diploma or equivalent required.
- Bachelor's Degree is required – Preferably in Public Administration, Business Management, Real Estate Development, Planning, Construction Management, Government or Public Policy, Finance, or a related field which would show an aptitude to learn the necessary skills.

- **Experience & Skills:**

- At least five (5) years of experience in resource management and supervision.
- General knowledge of building construction and codes.
- Experience working directly with the public and resolving complaints or enforcement matters.
- Basic computer skills (e.g., email, word processing, spreadsheets).
- Valid driver's license and acceptable driving record.
- Residency in the City of Evergreen is preferred; residency in Conecuh County is an acceptable alternative.

Physical Demands

This position requires the ability, with reasonable accommodation if necessary, to:

- Walk, sit, stand, talk, and hear in the performance of duties.
- Use tools and facility inspection/maintenance equipment as needed for on-site evaluations.
- Occasionally climb, balance, stoop, kneel, crouch, or crawl when inspecting properties and structures.
- Perform routine lifting as required.

The employee must be able to perform the essential functions of the position and communicate effectively with the public, City staff, and elected officials.

Work Environment

Performing the duties of this position will require work in both office and field environments, including:

- Exposure to adverse weather conditions, such as heat, cold, humidity, and rain.
- Possible exposure to dust, pollen, and other environmental conditions at inspection sites.

Safety is paramount. The Director must comply with all City safety policies, including reporting of all accidents and injuries, using appropriate safety equipment, and ensuring that staff are properly trained. The Director will also coordinate with the County EMA Director and other officials to provide public protection regarding unsafe conditions and hazards.

Work Hours

- Generally 8:00 a.m. – 4:00 p.m., Monday through Friday.
- Work outside normal business hours (including evenings, weekends, and holidays) may be required due to the nature of the job and emergency or enforcement needs.
- Compensatory time is not accrued in this position.
- The City may consider a part-time candidate at an hourly rate commensurate with the compensation range stated above.

Application Process

Please visit the City's website or Evergreen City Hall for a copy of the City's employment application.

A complete application packet should be mailed to:

**City of Evergreen
Attention: City Clerk
P.O. Box 229
Evergreen, AL 36401**

Application packets may also be delivered in person to:

**Evergreen City Hall
355 East Front Street
Evergreen, AL 36401**

THE CITY OF EVERGREEN IS AN EQUAL OPPORTUNITY EMPLOYER