

KENT COUNTY POSITION DESCRIPTION

Department of Planning Services
Division of Inspections & Enforcement
Classified, GRADE 10
Exempt position

MANUFACTURED HOUSING PROGRAM SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs supervisory duties in the Manufactured Housing office responsible for issuance of County mobile home placement permits; tracks mobile homes for assessment and taxation purposes; works with property owners, the manufactured housing community and other interested groups to remove derelict or abandoned mobile homes; supervises assigned staff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the efficient and effective operation of the Manufactured Housing office through permitting and tracking, as well as the removal of derelict or abandoned mobile homes. The incumbent works with considerable independence, receiving general supervision from the Assistant Director or Director.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently to move objects; work requires stooping, reaching, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)

Plan, control, direct, and supervise the work of assigned staff;
Advise staff on work procedures and technical problems;
Work closely with the Tax office and the Assessment office to insure proper taxes levied;
Coordinate staff training with Inspections & Enforcement Division;
Assist the general public, mobile home sales people, and park owners/managers in the permit process, mapping data, re-zoning requests, variances and other service activities;
Establish and maintain a tracking system for mobile homes within the County;
Initiate investigations of derelict and abandoned mobile homes from public complaints and personal observations;
Prepare letters and post notices to property owners or other responsible parties advising of violation and possible method for correction;
Coordinate removal of derelict mobile home within allotted time;
Maintain records of demolition/removal, invoice property owners for demolition/removal costs, and enter tax liens when required;
Assist in the preparation of the annual budget.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of Kent

County zoning ordinances and property maintenance codes; good knowledge of mobile home park locations; strong supervisory skills; the ability to deal with the public in a professional and courteous manner; ability to establish and maintain effective working relationships with co-workers, supervisors, and representatives from other departments and agencies; ability to express oneself clearly and concisely, orally and in writing; good professional judgment; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: An Associates or Bachelors degree from an accredited college or university with major course work in business, or public administration, preferably supplemented with at least three years of administrative experience; or any equivalent combination of acceptable education and experience which provide the knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must possess or pass ICC Certification Program for modules: Property Maintenance and Permit Technician within 18 months of hire. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

Est. 07/01/03