

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Planning Services
Classified, GRADE 10
40 Hour Week

MANUFACTURED HOUSING PROGRAM ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Performs a variety of duties in support of proper maintenance of manufactured housing stock and works with property owners, communities and other interested groups to remove derelict or abandoned mobile homes in the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for inspecting and assisting with the removal of derelict or abandoned mobile homes throughout the County and the efficient and effective operation of the Manufactured Housing section. 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; mental acuity is required to make rational decisions through sound logic and deduction; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)

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;

Conduct research of property ownership records, property maintenance and demographic trends, GIS Maps;

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;

Post properties for code violations and prepare letters to property owners, contractors or agents informing them of violation and method of correction;

Work closely with the Tax office and the Assessment office to insure proper taxes levied;

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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of Kent County zoning ordinances and property maintenance codes; good knowledge of mobile home park locations; the ability to deal with the public in a professional and courteous manor; 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 Bachelor's 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 and retain ICC Certification Program modules: Property Maintenance and Permit Technician. Possession and retention of a valid driver 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. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

Est. 07/01/03
Rev. 07/01/11
Rev 07/01/15
Rev. 07/01/18