



City of Kansas City, Missouri Job Class Specification

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| Job Title: | COMMUNITY ENGAGEMENT MANAGER | Department: | MULTI |
| Job Code: | 4023 | Status: | EXEMPT |
| | | Grade: | EX-3 |

Summary

This is responsible professional and supervisory work in directing a major phase of a city-wide environmental health program.

Work involves responsibility for planning, directing, and coordinating the enforcement of public health ordinances, codes, and regulations in an assigned program area of specialization. Employees of this class assist in planning the total environmental health program and in furnishing professional service in the most complex environmental sanitation inspection problems. Employees of this class are required to resolve most operating problems independently and to give technical and administrative guidance to other subordinates in assigned program area of specialization. Employees of this class develop information and educational material for distribution to the public and establish training sessions for the staff and the general public.

Duties and Responsibilities

- Plans, assigns, and supervises inspections and investigations as well as educational and training activities of a moderately large group of code enforcement personnel engaged in the inspection and regulation of eating and drinking establishments, private water supplies, individual household waste disposal, housing, milk and milk products, air pollution, and public health nuisances; gives advice and assistance to subordinate code enforcement personnel in assigned area of specialization and instructs them in correct investigation procedures and related matters.
- Over sees planning, organizing, developing, and coordinating the various program specialties of the environmental health programs; assembles and correlates data and information concerning the latest developments in the field; furnishes technical assistance as indicated and prepares technical articles.
- Confers with technical and administrative superiors relative to departmental policies and practices to be applied in environmental health work.
- Consults with and advises municipal officials, civic and professional groups, and individuals with regard to environmental conditions, program objectives, and related matters.
- Performs related duties as required.

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| Technical Skills | <p>Thorough knowledge of:</p> <ul style="list-style-type: none"> Municipal public health ordinances, codes, and regulations applicable to environmental health programs. The modern principles, techniques, and practices of environmental health. <p>Ability to:</p> <ul style="list-style-type: none"> Plan, assign, review, and supervise the work of a moderately large group of professional and clerical personnel. Establish and maintain proper standards of sanitation in the interest of the public health, welfare, and safety. Train and instruct subordinate code enforcement personnel. Direct and coordinate investigations involving the interpretation of municipal health ordinances, codes, and regulations. Prepare clear and concise reports and recommendations for public health purposes. Establish and maintain effective relationships with operators of establishments inspected, representatives of other agencies, municipal officials, subordinates, and the general public. |
| Education and Experience | <p>Accredited Bachelor's degree and four (4) years applicable experience in planning/zoning; nuisance housing; building construction or inspection; health, safety, codes and ordinances inspection or investigations; neighborhood/community assistance, code enforcement, social services, background investigations or criminal justice.</p> <p style="text-align: center;">OR</p> <p>An equivalent combination of qualifying education and experience.</p> |
| Certificates/ Licenses/Special Requirements | <ul style="list-style-type: none"> ▪ Must possess a valid State –issued driver's license in accordance with the City of KCMO policies. ▪ May be required to possess or be eligible to obtain required police commission from the Kansas City, Missouri Police Department. ▪ Will be required to pass a preemployment drug screen. ▪ Must pass a background check as prescribed by the City. |
| Supervisory Responsibility | <p>Supervision is exercised over a large group of assigned personnel.</p> |
| Supervision Received | <p>Work is performed under general supervision.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p> |
| Created | <p>8/94</p> |
| Revised | <p>8/00, 9/06, 11/13, 8/2022, 05/2023 , 01/2024</p> |