

CODE ENFORCEMENT MANAGER  
CITY OF NEW CARROLLTON, MARYLAND

The beautiful tree-lined City of New Carrollton is a residential community located in suburban Prince George's County, approximately eight miles from Washington, DC. New Carrollton has a diverse population of over 12,300 residents. The City has approximately 2500 single-family homes and 2200 apartments and condominiums; there are two major commercial retail centers in the city, with more expected in the future.

We are currently looking for a highly qualified, detail-oriented professional to lead our Code Enforcement Department. This individual will be responsible for overseeing all aspects of the code enforcement department including but not limited to rental property inspections, commercial area inspections, supervising all code enforcement staff, ensuring enforcement of all City ordinances, recommending improvements, modifications, and changes to existing City codes for efficiency, practicality and "addressing the problem." Individuals must be able to develop and maintain strong working relationships with department heads, Mayor and Council. Maintaining a flexible work schedule (days and evenings) to accommodate City Council meetings is a must. Work is under the general direction of the City Administrative Officer.

The Code Enforcement Department ensures the health, safety and wellbeing of City residents by enforcing building, property, and environmental codes. The Department upholds the community's standards and enhances property values through its comprehensive code enforcement program. The Code Department administers a comprehensive rental housing licensing program.

Any combination of education and training equivalent to graduation from an accredited institution of higher education with at least an Associate's (Bachelor's Preferred) Degree in Construction or Property Management, Building Inspection, Civil Engineering, Criminal Justice, Business or Public Administration or related field and extensive experience in housing, commercial property management, code enforcement, or any related field. Years of experience and ICC certifications can substitute for educational requirements. Minimum five years of experience in a supervisory position required.

Fluency in Spanish and American Association of Code Enforcement (AACE) certification as a Code Enforcement Administrator are preferred, but not required.

The starting salary is \$64,715 with a comprehensive benefits package. Salary commensurate with experience.

Interested candidates are encouraged to submit a cover letter and resume to [hr@newcarrolltonmd.gov](mailto:hr@newcarrolltonmd.gov).