

## **Chief Administrative Law Judge**

### **OVERVIEW**

The Director and Chief Administrative Law Judge will lead the implementation of the City of Syracuse's newly-created Bureau of Administrative Adjudication (aka "Municipal Violations Bureau"). Syracuse's intent and purpose of establishing a Bureau of Administrative Adjudication is to systematically address blight and quality of life violations that negatively affect individuals living in substandard properties, and impact the neighborhoods surrounding such properties. The goal of the Bureau is to improve compliance with property codes that affect the health and safety of residents and vitality of our city's neighborhoods by expediting the levying of fines and penalties that remain non-compliant after an established period to remedy the violation has been given.

The employee shall have substantial oversight in leading the design and managing the implementation process of practices and procedures of the bureau the conduct of adjudications and the dismissal or settlement of proceedings, and the recruiting and selection process of part-time administrative judges, consistent with applicable state laws. The Director will work in close collaboration with the Division of Code Enforcement and the Department of Neighborhood and Business Development to enforce State, County, and City laws and regulations related to violations in building code that negatively impact the health, welfare and safety of the residents of the city of Syracuse.

Candidates for this role should demonstrate a passion for public service and a strong desire to help improve the city's neighborhoods. Candidates should also have a proven track-record of successful mediation and be able to communicate effectively with diverse groups of people in a variety of situations. The employee shall devote his or her entire work time to the managing the duties of the Bureau, and perform related work as required. This position reports to the Commissioner of Finance.

### **TYPICAL WORK ACTIVITIES**

- Act as the Director of the Bureau of Administrative Adjudication
- Develop program standards and procedures for the Bureau
- Recruit and select up to seven (7) additional, part-time administrative law judges
- Oversee one full-time staff member
- Represent the Department of Finance in hearings of code or statutory violations
- Establish at least one administrative appeals panel

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Thorough knowledge of municipal law as it relates to the Syracuse Property Maintenance Code, Syracuse Zoning Ordinance and New York State Property Maintenance Code and other applicable laws and regulations;
- Through knowledge of administrative law and procedures;
- Ability to organize materials for hearings;

- Ability to produce reports on compliance outcomes;
- Ability to comprehend and carry out difficult assignments in a timely manner;
- Ability to get along and work well with others;
- Ethical conduct in the practice of law in the State of New York; and
- Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS**

Five (5) years of progressively responsible experience in the practice of law within the State of New York.

## **SPECIAL NECESSARY REQUIREMENT**

Candidates must be admitted to practice before the bar of the State of New York.

**City of Syracuse residency is required.**

The position offers a competitive salary and fringe benefit package.

For consideration, send resume no later than **April 23, 2018** to [NBD@syrgov.net](mailto:NBD@syrgov.net).

The City of Syracuse may conduct a criminal background check with regard to the employment sought.

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