CLASS TITLE: Manager of Administrative Adjudication

CHARACTERISTICS OF THE CLASS: Under general direction, manages the citywide administrative adjudication process for violations of City codes and ordinances; and performs related duties as required.

ESSENTIAL DUTIES: Plans, coordinates and directs the activities of the City's administrative adjudication process; develops and implements policies, procedures and standards to ensure uniformity and fairness in the administrative adjudication hearings and appeals process; reviews hearing records to ensure that decisions rendered are fair, impartial and consistent with applicable ordinances, rules, regulations and established legal standards; monitors the volume of administrative hearings held at various locations throughout the City to ensure an equitable distribution of staff and resources; assigns areas of responsibility and special projects to senior administrative law officers; evaluates existing operations and recommends procedural changes to improve effectiveness; oversees the hiring and training of administrative law officers and related staff; develops and monitors the division's budget ensuring the efficient utilization of resources; directs the preparation of work activity reports and conducts analyses to improve productivity.

RELATED DUTIES: Develops and maintains relationships with City departments and intergovernmental agencies to share information related to alleged violations; oversees the maintenance of case files and administrative records.

MINIMUM QUALIFICATIONS:

Training and Experience. Admission to the Illinois Bar supplemented by five years of progressively responsible legal experience including three years of administrative or supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of administrative adjudication processes and procedures. Considerable knowledge of municipal codes and ordinances governing departmental operations and programs.

Ability to manage a citywide administrative adjudication process. Ability to evaluate adjudication procedures and implement new methods to improve operations. Ability to develop and implement policies and standards relative to administrative adjudication proceedings.
CLASS TITLE: Manager of Administrative Adjudication (Cont'd)

Comprehensive skill in the application of administrative adjudication procedures. Considerable skill in the conduct and review of administrative hearings. Excellent oral and written communication skills. Good management skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.