

# **CLASS DESCRIPTION FOR CODE SPECIALIST WEBINAR**

This webinar is designed to teach the codes and provide all of the necessary tools to successfully pass the Code Specialist certification by ICC. By passing this exam along with your Permit Technician certification, you will become a Permit Specialist.

Listed below is an outline of the webinar:

- **Customer Service and Communication**
  - **Soft Skills**
    - Demonstrate skills including, but not limited to, decision making, problem solving, professionalism integrity, honesty, and time management
  - **Communication**
    - Demonstrate effective communications
- **Financial Management**
  - **Cost and Revenue Control**
    - Implement financial audits to ensure ongoing compliance with budgetary restrictions. Verify revenue generation and expenditures are consistent with budget projections and policies.
- **Personnel Management**
  - **Time-management Efficiency**
    - Administer policies and goals for department personnel in time management and work flow efficiency.
- **Records Management**
  - **Personnel Records**
    - Manage and administer procedures for generation and maintenance of all necessary employment records for all departmental personnel records, specifying which records are public information, and which records are not public information.
  - **Code Enforcement Records**
    - Manage and administer policies for public access to departmental code enforcement records

- **Code Enforcement**
  - **Permits, Notices, and Orders**
    - **Administer procedures for processing and approval of permit applications, issuance of permits, notices, and orders**
  - **Right of Entry**
    - **Administer a policy for compulsory legal procedures required for entry to property for authorized persons.**
  - **Hazard Abatement**
    - **Administer policies for condemnation and abatement of structures and hazardous conditions**
  - **Code Adoptions and Amendments**
    - **Assist in preparing and making recommendations for code adoptions and amendments, for consideration by local, state, or national governing authorities.**

**Here are the books that are used in this webinar and for the exam:**

- **2018 International Building Code**
- **2018 International Fire Code**
- **Building Department Administration, 4<sup>th</sup> Edition**
- **2018 International Property Maintenance Code**
- **Human Resources Management for Public and Non-Profit Organizations: A Strategic Approach, 4<sup>th</sup> edition**
- **2017 Legal Aspects of Code Administration**
- **A Budgeting Guide for Local Government, 3<sup>rd</sup> or 4<sup>th</sup> edition**
- **Inspector Skills**

**NOTE: It is not mandatory to have all of the books for the webinar, but it will be mandatory to have them all to take the exam.**