

CITY HALL
MAIN ENTRANCE
745

RECRUITMENT

City of Forest Park, GA

Director of Code Compliance



First Review of Resumes – October 12, 2026

Executive search
provided by:





COMMUNITY

The City of Forest Park is the largest municipality in Clayton County, Georgia, and occupies a strategically significant position within the Atlanta metropolitan region. Home to nearly 20,000 residents, Forest Park benefits from unparalleled regional access, including immediate proximity to Hartsfield-Jackson Atlanta International Airport, major interstate corridors, rail and freight infrastructure, and the Tri-Cities area of East Point.

The geographic advantage has long shaped Forest Park's role as a center for logistics, industry, and regional commerce. Today, it also presents new opportunities for redevelopment, reinvestment, and economic diversification. The City is characterized by established residential neighborhoods, legacy commercial corridors, and redevelopment-ready sites that offer meaningful potential for industrial, mixed use and community-serving development.



COMMUNITY, CONT'D

Forest Park is a diverse and resilient community with a strong sense of identity and civic pride. Residents value accessible leadership, visible progress, and a City government that delivers services professionally, equitably and transparently. The community expects its leadership to be responsive, accountable, and focused on results that enhance quality of life while maintaining affordability and neighborhood stability.

Forest Park is at an important moment, well positioned to build upon its history while advancing revitalization efforts that strengthen the tax base, support economic opportunity, and ensure long-term sustainability.





CITY GOVERNMENT

Forest Park operates under a council-manager form of government, with an appointed City Manager and elected Mayor and City Council responsible for setting policy direction. The Mayor and City Council are engaged, visible and committed to the City's progress.



GOVERNING BODY



MAYOR
Dr. Gwen Ellison



WARD 1 COUNCILMEMBER
Kimberly James



WARD 2 COUNCILMEMBER
Delores A. Gunn



WARD 3 COUNCILMEMBER
Hector Gutierrez



WARD 4 COUNCILMEMBER
Latresa Akins-Wells



WARD 5 COUNCILMEMBER
Allan Mears

LEADERSHIP TEAM



Carl Geffken
City Manager



Pauline Warrior
Chief of Staff



Vanessa Holiday
City Clerk



Samaria McCoy
Executive
Assistant



Javon Lloyd
Public
Information
Officer



John Wiggins
Finance Director



Josh Cox
IT Director



Dorothy Roper-Jackson
Court Administrator



**SaVaughn Irons-
Kumassah**
Interim Planning &
Community
Development Director



Rochelle Dennis
Economic
Development
Director



Shalonda Brown
Human Resources
Director



Andreas Smith
Interim Chief of
Police



Latosha Clemons
Fire Chief

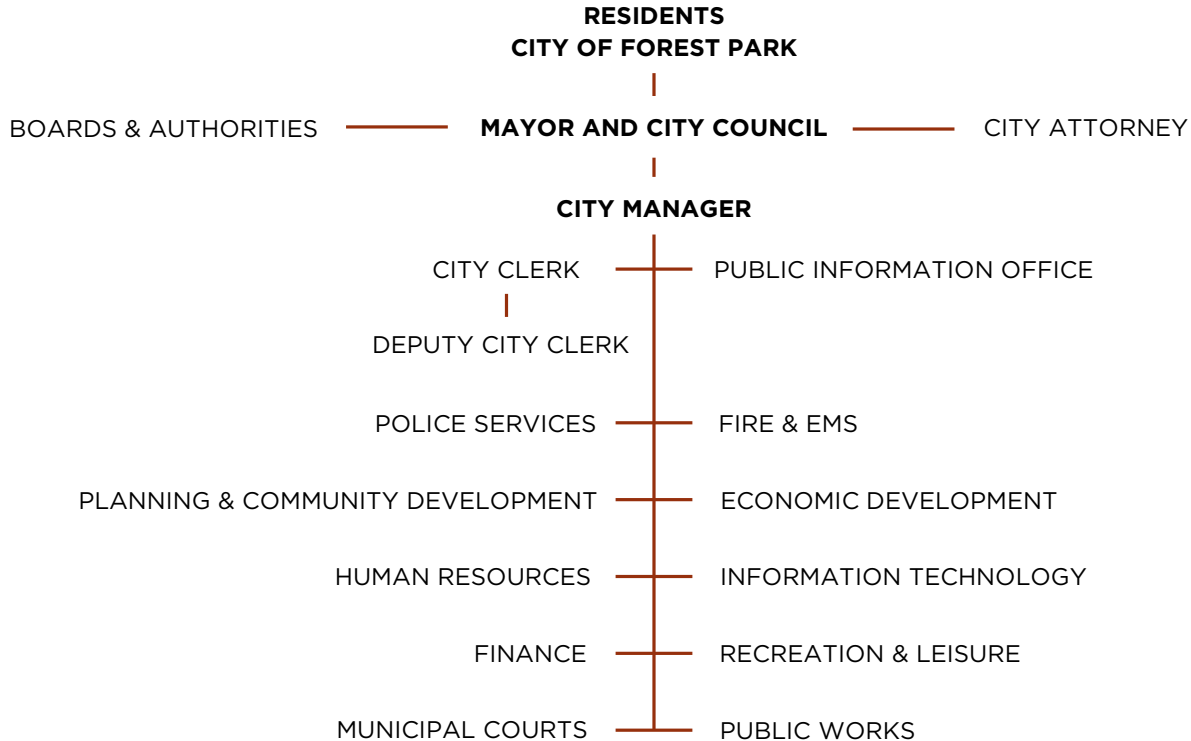


Marvin Hines
Interim Director of
Public Works



Tarik Maxwell
Recreation &
Leisure Director

ORGANIZATION CHART



THE ROLE

The City of Forest Park is seeking an experienced Director of Code Compliance. This is a highly responsible position, involving complex work in planning, organizing and directing the activities of the Code Compliance Department.

Working under the supervision of the City Manager, the Director of Code Compliance will:

- Direct Code Officers and staff in scheduling initial and follow-up inspections in response to complaints of alleged violations of property maintenance, zoning, and other codes related primarily to the health, welfare and safety of the community.
- Enforce all City ordinances, particularly building and zoning ordinances, environmental, and business license ordinances.
- Supervise staff and coordinate, assign, and review work.
- Maintain standards and monitor status of work in progress, as well as give advice and direction.



THE ROLE, CONT'D

- Analyze and recommend changes to codes and provide policy direction to staff.
- Review and recommend courses of action regarding revocations/suspensions of licenses and respond to appeals of assorted violations.
- Prepare, maintain, disseminate, and be responsible for records, reports, notices, and correspondence concerning department functions and personnel.
- Participate in court activities to pursue legal action against violators, review cases in preparation for trial, and assess evidentiary/legal issues in advance of the trial. Will testify in court, if necessary.
- Prepare and manage the Code Compliance Department's budget, including forecasting funds needed for the operation of the Department and approving expenditures.



OPPORTUNITIES AND CHALLENGES

The next Director of Code Compliance will step into a pivotal moment for the department and municipality. The department is becoming a stand-alone department after having been under the direction of the Police Department. This presents an opportunity for the new Director to plan and guide the department to achieve its goals while serving Forest Park residents. The City of Forest Park is also working to strengthen stability, professionalize operations, and define its long-term identity. The Director will assume leadership at a time of opportunity and momentum.

Key areas of focus include:

1. Establishing a Focused and Responsive Department of Code Compliance

This new position presents a unique opportunity for the Director to utilize their knowledge, experience, and education to move Forest Park forward by working with its residents to address code issues.

2. Educating Businesses and Residents About Why Code Compliance Is Needed and Benefits the City

The businesses and residents of Forest Park need to learn and understand the benefits of maintaining their property, as well as understand their responsibilities, especially the maintenance of rights-of-way on their property.



OPPORTUNITIES AND CHALLENGES, CONT'D

3. Economic Development Growth

Forest Park's proximity to the airport and major transportation networks creates strong potential for business attraction, redevelopment, and job growth. Maintaining a safe and clean City through the efforts of the new Code Compliance Department is one of the keys to this growth.

4. Establishing Positive Interactions with Other Departments, specifically the Planning and Development Department

Communication and coordination with staff and the mentoring of inspection staff within the Code Compliance Department will be essential. Working harmoniously with other city departments will be vital to this position as well.





IDEAL CANDIDATE

Excellent Communicator: Demonstrates outstanding written and verbal communication skills with the City Manager, elected officials, staff, residents, and the public.

Strategic Decision-Maker: Exercises sound independent judgment and has the ability to make timely, well-reasoned recommendations to the City Manager.

Collaborative Team Builder: Understands the value of teamwork, empowers staff, fosters cross-functional collaboration, and builds a cohesive, high-performing organizational culture.

Special Qualifications: Must possess and maintain valid Housing Rehabilitation Inspector and Housing Rehabilitation Code Enforcement Officer certification. Must possess and maintain Building Inspector certification, One/Two Family Dwelling/Inspector certification, and Building Plans Examiner certification. Level II GACE Master's Certification and ICC Property Management Certification preferred.



MINIMUM QUALIFICATIONS

- Minimum of eight (8) years of professional experience in code compliance operations/activities that include two (2) years of supervisory and management experience; or an associate's degree with major coursework in public or business administration, city planning, criminal justice, political science or a related field and six (6) years' experience as described above; or equivalent combination of education, training, and/or experience.
- Must have a valid State of Georgia driver's license.

**[CLICK HERE FOR CITY OF FOREST PARK
DIRECTOR OF CODE COMPLIANCE JOB DESCRIPTION](#)**



APPLICATION PROCESS

For more information on this position, including supplementary documents and resources, visit the recruitment webpage at:

CITY OF FOREST PARK DIRECTOR OF CODE COMPLIANCE RECRUITMENT PAGE

The first round of resume reviews will take place on October 12, 2026.

Please refrain from contacting the City of Forest Park's staff or elected officials.
Please direct inquiries to Sumter Consulting.

Please contact the Executive Recruiter with any questions or concerns:

Jeff Smith

Email: jeffsmith@sumterconsulting.com

Phone: 610-636-9466

Website: www.sumterlocalgovconsulting.com



COMPENSATION AND BENEFITS

Key Benefits:

- Medical
- Dental
- Vision
- Life & AD&D
- Health Reimbursement Arrangement (HRA)
- Flexible Spending Account (FSA)
- Dependent Care Account (DCA)

Hiring Range:

\$127,500 - \$159,700

**[CLICK HERE FOR
BENEFITS SUMMARY](#)**



PROJECTED TIMELINE



1. Apply Now



2. First Review of Resumes

October 12, 2026



3. Semi-Finalist Interviews

Late October 2026



4. Finalist Interviews

Early November 2026



5. Background Check & Offer

Mid-November 2026

