

## ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR- BUILDING

### **DEFINITION**

Under administrative direction, serves as the City's Chief Building Official; plans, organizes, manages, and provides administrative direction and oversight for major functions and activities of the Building Division; areas of responsibility include permit review and processing, inspection and enforcement of the California Building Standards Code and relevant parts of the City's Municipal Code, and building plan review; assists in coordinating assigned activities with other City departments, divisions, and outside agencies; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to Community Development Director in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Community Development Director. Exercises supervision over supervisory, professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is one of two Assistant Department Director classifications in the Community Development Department. The incumbent oversees, directs, and participates in major activities and programs of the Community Development Department by managing the staff, operations and services of the Building Division. Assists in short- and long-term division planning, budgeting, development, and administration of departmental policies, procedures and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating division work with that of other City departments and public agencies. Responsibilities include performing and directing many of the division's day-to-day administrative functions. This class is distinguished from the Community Development Director in that the latter has overall responsibility for both the Building and Planning Divisions, all community development programs, functions, and activities, and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes management responsibility for the City's Building Division, and serves as the Chief Building Official; areas of responsibility include building and safety, building plan check, permitting, inspection, and code compliance.
- Oversees weekly review of building permit applications for the Building and Planning Divisions; works with staff from both divisions to identify and address permitting issues and ensure that public and private sector users of the City's permitting services receive optimal customer service.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the Community Development annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Manages division services to ensure optimal service to the public by confirming plans and specifications are properly routed throughout the appropriate City department; monitoring the time required to process permits, as well as the amount of time taken by regulatory agencies to take action on permit requests; provides a final review of all plans and documents prior to issuance of permit.
- Meets with internal and external customers to interpret and explain the plan review, permitting and inspection processes; provides clarification on plans review comments or inspection results; responds to questions on inspection availability, and related matters.
- Manages and coordinates division service for large and complex projects; conducts periodic meetings with customers and internal staff to ensure plan review, permit processing and inspection services are conducted in accordance with agreed upon timelines, and that the process runs smoothly for customers.
- Reviews plans and documents, and provides comments for development projects associated with Conditional Use permits, Environmental Impact Reports and Tentative Parcel Maps.
- Serves as a liaison for the division with other City departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding division programs, projects, and services. Leads a multi-division, cross-departmental team to identify and implement changes to streamline the process.
- Negotiates contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services; reviews Requests for Proposals; participates in evaluation and makes recommendation to the Director.
- Represents the division to other City departments, elected officials, and outside agencies; explains and interprets division programs, policies, and activities.
- Conducts a variety of divisional organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the City Council, and a variety of other boards and commissions, as assigned by the Community Development Director; attends meetings.
- Recommends modifications for the Master Fee schedule, drafts language for explanation of any fee modifications, and attends Council meeting to consider the Master Fee schedule revisions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building plan review, permit processing and inspection services.
- Maintains and directs the maintenance of working and official division files.
- Monitors changes in laws, regulations, and technology that may affect City or division operations; analyzes changes; proposes and implements policy and procedural changes as required.

- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of building services program development, implementation, and management.
- Methods and techniques of developing a streamlined building plans review, permitting and inspection program.
- Basic knowledge of land development requirements and processes such as CEQA and the California Map Act.
- Applicable Federal, State, and local Codes, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Methods and techniques of interpreting and explaining complex regulations to internal and external stakeholders.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, contract negotiations, and business correspondence.
- Modern office practices, methods, computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the division and assigned program areas.
- Manage and direct the operations of a municipal building services function.
- Interpret and apply the provisions of complex rules, regulations, codes and ordinances.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local Codes, laws, rules, regulations, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations. Conduct negotiations and effectively represent the City and the division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the maintenance of complex filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing with people of various social, cultural, economic and educational backgrounds
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships and build consensus with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, engineering, public administration, business administration or a related field, and five (5) years of professional building services plans review and/or inspection experience, three (3) years of which should include building program management or supervision.

**Licenses and Certifications:**

- Possession of a valid California driver license and a satisfactory driving record.
- Possession of a certification as a Building Official from the International Code Council (I.C.C.).

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required, although occasionally may need to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.