Deputy Community Development Director/Building Official

Purpose of the role:	Under administrative direction, plans, organizes and manages the activities and operations of the Building Division within the Community Development Department; oversees and manages comprehensive City building inspection and plan review programs; serves as the City's building official; coordinates assigned activities with other divisions, departments, and outside agencies; assists the Community Development Director in overseeing and managing the activities and operations of the entire Community Development Department; provides highly responsible and complex administrative support to the Community Development Director; and performs related duties as assigned.
Distinguishing Characteristics:	The Building Official/Deputy Community Development Director is a Division head with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the Building function. Incumbents in this class are responsible for developing and implementing the Division's goals and objectives and for planning, organizing, and directing the work of subordinate staff. Assignments are broad in scope and are carried out with a significant degree of latitude and independence. In addition this position is responsible for assisting in the planning, organizing, and implementation of major programs, services, and operations of the entire Community Development Department.
Essential Duties and Responsibilities:	*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.* • Plans, organizes, controls, integrates and evaluates building inspection and plan review activities and operations within the Community Development Department; develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the department's mission and priorities; manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals and work standards. • Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. • Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, in accordance with the City's Personnel Rules and

Regulations.

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.
- Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission and values.
- Participates in the development of the Department's annual budget; forecasts funds needed for the Division's staffing, equipment, materials, and supplies; approves Division expenditures and implements budgetary adjustments as appropriate and necessary.
- Oversees and manages a comprehensive building inspection program to ensure compliance with federal, state, and municipal building, housing, and zoning codes, ordinances, and regulations; provides overall approval of all building construction within area of responsibility; works with contractors and engineers on unusual problems regarding building matters.
- Oversees and manages the plan review program; supervises the examination of plans and specifications for completeness and compliance with applicable codes and regulations.
- Provides technical oversight of permit issuance process for conformance with adopted codes and fee schedules.
- Evaluates new construction products, researches technical reports, and develops acceptance criteria for the use of products.
- Provides technical and professional advice to staff, other divisions, departments, and outside agencies; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Advises the Planning Commission and the City Council on all aspects of building, housing, zoning and related code interpretations; directs and administers activities and programs in compliance with federal, state and municipal codes and regulations governing city housing, building construction, rehabilitation, alteration, use and occupancy.
- Prepares reports in response to referrals from City Council and City Manager pertaining to issues related to area of responsibility.
- Analyzes, reviews and prepares code amendments and regulations; keeps informed on current regulations, changes in codes and legislation, and new building materials and construction methods; furnishes updated interpretations of codes and regulations to other City staff.
- Works with the City Attorney's office to prepare complaints for legal action against code violators.
- Serves as the liaison for the Building Division with other divisions, departments, and outside agencies; maintains effective relations with a variety of community organizations, groups and other individuals; confers with architects, engineers, and contractors regarding code application and interpretation.
- Coordinates assigned activities with other departments, divisions,

and outside agencies.

- Provides staff assistance to the Community Development Director; completes special projects as assigned; represents the City at various meetings and events; serves as a member of various staff committees as assigned; prepares and presents staff reports and other necessary correspondence.
- Maintains current knowledge of practices, rules and regulations relating to building inspection and plan review; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Explains, justifies, and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Assists the Community Development Director in planning, organizing, and managing the day-to-day activities and operations of the Community Development Department.
- As assigned, serves as acting Community Development Director in the absence of the Community Development Director.
- Performs related duties as required.

Desired Minimum Qualifications:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive building inspection and plan review program.
- Principles and practices of building construction, structural design, and engineering mathematics.
- Principles and practices of program development and administration.
- Methods, materials, and progressive steps used in the construction of buildings and related structures.
- Pertinent building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandated regulations.
- Principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.
- Accepted building construction safety standards and methods.
- Permit processing procedures.
- Building plan review principles and practices.
- Trends, approaches and problem-solving techniques used in municipal code inspection and enforcement programs.
- Local government organization and service delivery as related to assigned managerial area of responsibility.
- Organization and functions of an elected City Council.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and

performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Oversee and participate in the management of a comprehensive building inspection and plan review program.
- Manage and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Understand, interpret, explain, and enforce pertinent federal, state, and local policies, laws, and regulations including provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
- Analyze, interpret, and accurately check complex building plans, specifications, and calculations.
- Read and interpret civil and structural plans as related to engineering for private projects.
- Make arithmetical computations rapidly and accurately.
- Enforce necessary regulations with firmness and tact.
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Develop clear, concise and comprehensive technical reports, correspondence and other written materials.
- Exercise sound, judgment within general policy guidelines.
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:	➢ Effective Communicator ➢ Strategic Thinker ➢ Problem Solver and Decision Maker ➢ Planner and Organizer ➢ Interpersonally Effective ➢ Skill and Career Development Coach ➢ Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public or business administration, engineering, architecture, urban planning or a related field.

Experience:

Eight years of increasingly responsible experience in plan checking and inspection of commercial, industrial, and residential buildings including two years of administrative supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

ICBO certification as a Plans Examiner and CABO certification as a Building Official.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; interact with officials and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: