



BUILDING AND PLANNING DIVISION MANAGER

Classification #: 375

FLSA: Exempt

EEOC: 2

GENERAL STATEMENT OF DUTIES:

Under general direction to plan, organize, direct, and manage the County's Building Codes and Planning Programs. Determines program priorities and develops and recommends policies and procedures to administer programs and ordinances.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director, who establishes goals and reviews the results obtained through the analysis of reports and conferences.

SUPERVISION EXERCISED:

Exercises full supervision over professional and technical staff in the Planning and Building Inspection Programs. Participates in the selection of new personnel, provides for training, evaluates performance, responds to grievances, and recommends personnel transactions.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following.)

1. Creates and controls an annual and supplemental budget for the building and planning division. Forecasts and monitors revenues and expenditures and prepares financial reports to present to the Director of Public Works.
2. Manages the county's long range and current planning programs, including but not limited to the evaluation of proposed modifications regarding all elements of the comprehensive plan, supporting documents and ordinances.
3. Manages city, county and special district coordination programs and coordinates planning activities with other entities including internal and external departments and agencies.
4. Serves as Building Official, under Oregon Revised Statutes (ORS 455,150), with the responsibility for administration and enforcement of the State Building Codes in Marion County.
5. Responsible for the planning, organizing, directing, staffing and controlling of the building codes program responsibilities include the administration and enforcement of the various codes regulating construction, use or occupancy of all building and structures within the jurisdiction. Retains final authority on enforcement issues and code interpretations.
6. Develops and maintains the Building Inspection Program operating plans as required in ORS 455.150.

7. Supervises the preparation of presentations and recommendations to the Hearings Officer, Planning Commission and/or the Board of Commissioners for complex land use decisions, comprehensive planning and zone changes.
8. Evaluates and approves, as needed, written reports concerning zoning and subdivision applications or modifications to implementing ordinances; assesses consistency or proposals in relation to comprehensive plan policy
9. Explains the county land use and permit process to the public; assists the public in application form completion, and refers the public as appropriate to other agencies.
10. Reviews and comments on proposed land use and building related legislation and drafts state administrative rules. Reviews and develops special reports related to planning and building code programs.
11. Represents the department and county at meetings with citizens, commissions, government agencies and organizations.
12. Actively participates on the public works leadership team; engages in short-term and long-term planning for the department; acts in the capacity of the department director as requested.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of: applicable federal, state and local laws and ordinances, policies, planning, land management and planning tools; building construction, materials and methods; county and state building and zoning laws and codes; and building construction terminology and techniques.

Skills and techniques: strong verbal and written skills; skills in communicating effectively both verbally and in writing; establishing and maintaining effective working relationships with other departments; appointing and supervising technical and professional staff members; carrying out programs in planning and building codes; preparing and supervising the preparation of oral and written presentations and/or recommendations to land management commissions and agencies and the public; coordinate programs; and the use and interpretation of technical skills relating to surveys, statistical data, analysis, procedural, administrative and programmatic studies.

Ability to: read and interpret blueprints, permits, orders, ordinances, and legal documents relating to land use; detect structural, fire/life safety and other violations; read and interpret plans and specifications and compare them with construction in progress; plan, assign and review the work of others; work effectively with diverse agencies, other employees and the general public; analyze and evaluate the implications of plans and related technical documents; develop recommendations; use and interpret statistical and other numeric data; and use appropriate software specifically relating to planning and general office operations.

Mental and Physical Requirements: mental activities required include frequent decision making, interpersonal skills, presentations, problem analysis, customer service, training and supervising and continual speaking, reading, writing and understanding English; perform basic and advanced

math; basic programming and independent judgment and or independent action. Physical activities required include frequent standing, repetitive motions of hands/wrists, walking, fingering, sitting and continual talking, hearing and handling. Must be able to lift, push, carry or pull up to 20 pounds.

EXPERIENCE AND TRAINING:

1. Bachelor's degree in business, management, social sciences, planning, resource management or other closely related field; **AND**
2. Five (5) years of increasingly responsible experience related to building inspection or management experience in land use planning which includes at least two years of supervisory experience; **OR**
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess, or obtain within 30 days of hire, a class C Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.
2. Possession of State of Oregon Building Official certification.

Adopted: 6/99

Revised: 1/02; 2/08; 4/09; 6/11; 6/12

Re-titled: 4/09; 4/12