



Director of Building & Planning Position Description

Position Title:	Director of Building & Planning
FLSA Status:	Exempt/Not Eligible for Overtime
Reports To:	Mayor
Department:	Building and Planning Department
Salary:	\$98,800 – \$140,400 (2024)
Civil Service Status:	Unclassified
Revision Date:	05/14/2024

Purpose of Work:

Oversees the review of all residential and commercial building projects within the City, ensuring efficiency and compliance through all phases and approvals. Directs the daily operations of the Building and Planning Department including direct supervision of building and code enforcement staff. Serves as a strategic partner for the development of City plans and strategies.

Responsibilities:

1. Oversees all Building, Zoning, and Code Enforcement activities within the City
2. Manages residential and commercial projects through review and permitting process, coordinating requirements and approvals between entities, City consultants, and boards, and commissions.
3. Interprets and enforces building codes and related ordinances; conducts, coordinates, and supervises permitting and inspection activities to ensure compliance
4. Oversees and participates in the provision of high-level customer service to internal and external constituencies, resolves complaints and complex problems, and provides technical advice

5. Manages staff support for Board of Zoning and Planning (BZAP), Architectural Review Board (ARB), and Tree & Public Gardens Commission (TPGC). Partners with other boards and commissions across the City as needed.
6. Develops and recommends changes to update building code and zoning provisions, particularly to reflect the City's sustainability goals and strategic frameworks.
7. Develops and implements department policies, goals, objectives, procedures, and priorities
8. Responds to and enforces the provisions of the Zoning Code, Property Maintenance Code, Sign Code, architectural guidelines and other relevant sections of regulatory codes.
9. Prepares documentation and issues citations where corrective action is not taken. Presents evidence in court hearings. Assists City Prosecutor with enforcement of cases.
10. Other similar and related duties may be assigned.

Supervisory Responsibilities:

Manages employees in the Building and Planning Department. Manages staff consultants providing subject-matter expertise to the department. Additional responsibilities include: interviewing, hiring and training employees, planning, assigning and directing work, conducting performance appraisals, motivating, and when necessary, disciplining employees.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Associate's or Bachelor's Degree in a related field is highly desirable.

In addition, experience in one or more of the areas below is desirable:

- Architecture Design or Design Review
- Professional Planning
- Landscape Design or Design Review
- Building Code and/or Building Inspection
- Project Management
- Public Administration

The City will consider an equivalent combination of education, training, and related experience.

Knowledge of:

- Principles and practices of building and construction safety, engineering, architecture, and landscaping
- Federal, State, County, and City building codes, ordinances, and administrative orders applicable to building and construction trades
- Methods, materials, and techniques involved in general building construction to recognize possible defects

Language Skills:

Ability to read, comprehend, interpret, and implement all national, state, and local building and related codes. Ability to interpret and apply applicable laws, rules, and regulations. Ability to read, understand, and interpret plans, diagrams, blueprints, and specifications accurately and assess adherence to codes and standards.

Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups or boards of directors.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a limited number of tasks and functions in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of internet software; spreadsheet software and word processing software.

Interpersonal Skills

The individual in this position must have the ability to effectively communicate with employees, commissions, boards, vendors, agencies, and City government. Strong partnership skills with all stakeholders is a key requirement of this position.

Certificates, Licenses, Registrations:

Must have a valid State of Ohio driver's license and be insurable by the City fleet insurance coverage.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit, use their sense of smell, and lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually moderate.