

ORDINANCE NO. 9 -94

BY: Richard F. Weber

An Ordinance to establish the position of Building Department Manager for the City of Bexley, Ohio; to establish a salary range effective January 1, 1994; to establish job responsibilities, and qualifications; and to declare an emergency.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1. That the position of Building Department Manager is established to conduct the day to day operation of the City of Bexley Building Department.

Section 2. That the position shall have a salary range of \$18,318.30 - \$30,098.25 and thereafter as established by this Council, and shall be entitled to all other rights and benefits provided to salaried personnel.

Section 3. That the qualifications for the position, the duties to be performed, and the knowledge, skills and abilities to perform such duties shall be consistent with the classification specifications set forth in the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984 and as that plan is hereafter amended by said Commission.

Section 4. That Schedule II of Ordinance 75-92 should be, and it hereby is, amended to add the new position of Building Department Manager to the schedule of positions.

Section 6. That this Ordinance is an emergency Ordinance necessary for the immediate preservation of the public peace, health and safety, and this Ordinance shall go into full force and effect upon its passage and approval by the Mayor.

Passed: February 22, 1994

John M. Brennan
President of Council

Attest: John W. Weber
Clerk of Council

Approved: 2/22, 1994
David H. Madison
David H. Madison, Mayor

Jan. 25, 1994 - 1st reading
Feb. 8, 1994 - 2nd reading
Feb. 22, 1994 - 3rd reading
Adopted

CITY OF BEXLEY
CLASSIFICATION SPECIFICATION

Building Department Manager

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JOB RESPONSIBILITIES:

Under general direction, performs a variety of departmental administrative functions, performs various clerical and stenographic duties including the duties of recording secretary for the Board of Zoning Appeals and the Planning Commission; prepares and maintains records and reports; performs other related duties as required.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is: Completion of secondary education, supplemented by courses in typing general business and other secretarial studies plus two years experience in the building or related industry.

ESSENTIAL JOB FUNCTIONS:

Performs a variety of departmental administrative functions; e.g. review of applications for zoning compliance and environmental review requirements, provides information and assistance to the public, answers inquires and resolves complaints, schedules inspections for building inspectors. May make administrative decisions in the absence of departmental head.

Types correspondence, reports, agendas, public meeting notices, prepares records, reports, forms and meeting records. Maintains property files.

Issues and records permits, licenses, & bonds; accounts for monies received; orders building department supplies. Bills contractors for special inspections.

Attends Board of Zoning Appeals and Planning Commission meetings; takes and prepares meeting minutes. Assists applicants in preparing applications for the Board and Commission. Prepares packets for Board and Commission Members.

Answers building department phones. Prepares council chambers prior to meetings.

Provides sanitary, storm, and water line locations to contractors and the public. Prepares sewer capacity reports.

Researches Building Department files for information on permits, Zoning and Planning Commission actions, Ordinances and Resolutions.

Operates office equipment such as photocopier, calculator, recording equipment, word processor and computer.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO PERFORM DUTIES:

Knowledge of office practice and procedures; departmental policies and procedures; English grammar, spelling, and punctuation; accounting principles and practices; local planning and zoning codes; state and local laws governing construction.

Ability to develop and maintain effective working relationships with supervisor, associates and general public; communicate effectively; type quickly and accurately; follow oral and written instructions.

Skill in operation of job related equipment; e.g. typewriter, calculator, microfiche reader printer, copy machine, word processor, base radio and computer.