

CITY OF HOOD RIVER DEVELOPMENT ADMINISTRATOR

Range (as of July 1, 2022) \$88,044-\$108,283, DOE, PLUS EXCELLENT BENEFITS

THE CITY OF HOOD RIVER is offering an excellent career opportunity for an experienced Building Administrator to serve as part of the City's leadership team. Under the direction of the Planning Director, the Building Official is responsible for managing the program that reviews plans and issues permits for all structural and mechanical applications in Hood River. The position is tasked with the administration of the City's Building Program including contract and program management, cross departmental coordination, and community relationship maintenance.

Hood River seeks candidates adept at maintaining a customer service focus and working effectively in concert with other City Departments and outside agencies in a complex regulatory environment. Outstanding communication skills, judgement, and systems thinking are critical to success. The City of Hood River, like many Oregon communities, is facing a severe housing shortage. The successful candidate will foster an efficient development environment without compromising regulatory requirements.

A minimum of five years progressively responsible professional experience in local government building, planning, or development services and two years in a lead, supervisory capacity. An Associate degree or equivalent, with an emphasis in building technologies, architecture, engineering planning, or real estate from an accredited college or university, or any equivalent combination of education and experience which ensures the ability to perform the work may be substituted.

Possession of, or the ability to secure within six months of hire:

- State of Oregon Building Official Certification
- International Code Council Certifications may be accepted in lieu of Oregon Certifications

Compensation:

Salary Range (as of July 1, 2022) \$88,044 - \$108,283

Oregon Public Employees Retirement System

City pays 90% of Health Insurance Premium, plus VEBA contribution

40hrs Executive Leave, 80hrs Vacation (starting), and 12 holidays annually

To Apply: Submit Cover letter and Resume to City Recorder Jennifer Gray

j.gray@cityofhoodriver.gov. The job description can be viewed at

<https://cityofhoodriver.gov/employment-opportunities/> The position is open until filled; first review on February 13, 2023.



CITY OF HOOD RIVER

Administration Department

211 2nd Street, Hood River, OR 97031 Phone: (541) 386-1488

Job Description Development Administrator

Department: Administration
Reports to: Planning Director
Classification: Permanent, Full-time, Exempt
Salary Scale: Grade K

PRIMARY RESPONSIBILITY

Administers the Building Program and coordinates development services within the City of Hood River. Formulates and supervises activities of the Building Program staff and coordinates with other departments and local agencies for efficient administration of state and local codes.

SUPERVISION RECEIVED AND EXERCISED

This position works under the direction of the Planning Director.
The position manages Building Program staff.
Remote working option available.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Development Administrator may not perform all duties listed within the job description, but may manage contractual services, or future support staff depending on growth, for the duties outside of their specialty, certifications, or capacity.

- Provides leadership through planning, organizing, directing, and supervising all activities of the department to achieve goals within available resources related to the Building Program.
- Manages building inspection and permit operations to achieve goals within budgeted funds and available personnel.
- Coordinates the permit and inspection services of plan reviewers and inspectors contracted to provide overflow or specialty services.
- Calculates fees, including system development charges and construction excise tax, prior to the issuance of a permit. Ensures proper tracking and reporting of all fees and surcharge tax collected and submitted to the State.
- Develops new programs and procedures to comply with current laws or policies and to maximize the efficiency of the building function in concert with other departments and agencies involved in the development process. Specifically, the City's Engineering and Planning Departments, and County Building Department .
- Reviews building plans and inspects permitted construction projects to ensure compliance with applicable codes and approved plans, unless contracted with the County Building Department or other outside agency to perform such work.
- Supervises and provides guidance to developers, contractors, and in-house staff. Proactively advises customers, when possible, to alert them to technical issues/problems.
- Coordinates with City staff, consultants, engineers, builders, developers, architects, and the public as necessary regarding building plans, inspection results and code requirements. Attends pre-application and pre-construction meetings.

- Issues stop work orders and takes other appropriate action authorized as the Building Official, where construction is not permitted or contravenes issued permits or applicable codes.
- Coordinates activities with other department staff and other City and County departments that may be concerned, or affected by, or tasked with evaluating building-related projects, typically including the Engineering, Planning and Code Enforcement and with other agencies.
- Maintains professional public relations with customers and is responsive to customer needs.
- Develops safe work habits and contributes to the safety of self, co-workers and the general public.
- Will serve in absence of the Planning Director providing direction of development services
- Other duties as required to fulfill the primary responsibilities of the position.

QUALIFICATIONS

A minimum of five years demonstrated progressively responsible professional experience in local government development services and two years in a lead, supervisory capacity. Any satisfactory equivalent combination of education and experience which ensures the ability to perform the work may be substituted for the following qualifications.

EDUCATION

- An Associate's degree or equivalent, with experience in building technologies, architecture, real estate, development services, project management, or engineering from an accredited college or university.

CERTIFICATIONS Possession of, or the ability to secure the following:

- Certified as a State of Oregon Building Official within 6 months of being hired.

ADDITIONAL SKILLS AND ABILITIES

- Knowledge of practices, principles and procedures of the Oregon Structural Specialty Codes, and other codes and ordinances applicable to area of assignment.
- Adept in assisting development navigate complex regulatory environments.
- Ability to establish customer centric processes and procedures without compromising regulatory requirements.
- Knowledge and ability to develop and administer e permitting workflow and processes improvement projects.
- Knowledge and experience in government development process including, land use, building permitting, engineering, right of way, or other facets of development review.
- Ability to work as a team member and to cultivate a team climate.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to plan, organize and oversee multiple assignments and evaluate the work of others.
- Effective communication is a major skill and ability for this position. Must have the ability to listen, understand and be understood by the customers, stakeholders and peer group.

MACHINERY, TOOLS AND EQUIPMENT

General computer use, including Microsoft Suite programs, and database and computer-aided-design software; GIS/ARC View, SharePoint, standard drafting tools; motor vehicle; phone; mobile radio; and other office related equipment such as a copy and fax machine.

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.

Work is performed mostly in office settings. Outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities; must be physically capable of moving about on construction work sites and under adverse field conditions. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 performs in both field and office settings. The employee may be required to walk rough terrain and climb inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors.

The noise level in the work environment is usually moderately quiet and may range to loud when in the field.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Hood River is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act; the City of Hood River will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved: City Manager _____

Date: _____