

**CITY OF HOOD RIVER
DEVELOPMENT ADMINISTRATOR**

ANNUAL PAY RANGE \$91,566.00 – \$112,614.00, 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 Administrator 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 a candidate 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, judgment, 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 of progressively responsible professional experience in local government building, planning, or development services and two years in a lead, supervisory capacity. An Associate's 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 that ensures the ability to perform the work may be substituted.

Possession of a State of Oregon Building Official Certification, or the ability to secure the certification within six months of hire.

Compensation:

Salary Range (as of July 1, 2023) \$91,566.00 - \$112,614.00, DOE

Medical/Dental/Vision/VEBA - City pays 90% of Health Insurance Premium

Oregon Public Employees Retirement System

Life & Disability Coverage

40 hours of Executive Leave, 80 hours of Vacation (year 1 accrual), sick leave accrual, and 12 holidays annually

To Apply:

Applications and a full job description may be obtained at:

<https://cityofhoodriver.gov/employment-opportunities/> Submit a completed City of Hood River application, cover letter, and resume to Sandy Galvez, Human Resources Manager - s.galvez@cityofhoodriver.gov. The position is open until filled; the first review is on March 21st, 2024.

The City of Hood River is an Equal Opportunity/Affirmative Action Employer.



CITY OF HOOD RIVER

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

Grade: K

KEY DISTINGUISHING DUTIES:

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: This position works under the direction of the Planning Director
- Exercised: This position manages Building Program staff.

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, 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 the absence of the Planning Director providing direction of development services.
- Other duties as required to fulfill the primary responsibilities of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of practices, principles, and procedures of the Oregon Structural Specialty Codes, and other codes and ordinances applicable to the 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 permitting workflow and process 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.

EDUCATION, EXPERIENCE, LICENSING AND OTHER SPECIAL REQUIREMENTS:

- A minimum of five years of 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.
- 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.
- Possession of, or the ability to secure certification as a State of Oregon Building Official within 6 months of being hired.

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.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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 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 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 too loud when in the field.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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.

Approval: _____

City Manager

2/27/2024
Date

By signing below, employee acknowledges that they have reviewed the job description, and they acknowledge the duties and requirements of the position.

Employee Signature

Date

EMPLOYMENT APPLICATION			
CITY OF HOOD RIVER			Received: _____
QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.			
JOB INFORMATION			
		* POSITION TITLE:	
PERSONAL INFORMATION			
* FIRST NAME	MIDDLE INITIAL	* LAST NAME	
* ADDRESS			
* CITY	* STATE	* ZIP	
HOME PHONE		ALTERNATE PHONE	
* EMAIL ADDRESS		* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL <input type="checkbox"/> PAPER <input type="checkbox"/> PHONE	
EDUCATION			
WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:			
<input type="checkbox"/> Some High School	<input type="checkbox"/> Some College	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Master's Degree
<input type="checkbox"/> High School	<input type="checkbox"/> Technical College	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Doctorate
HIGH SCHOOL EDUCATION			
DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>			
SCHOOL NAME		CITY	STATE
COLLEGE/UNIVERSITY EDUCATION			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)		DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
MAJOR			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)		DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
MAJOR			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)		DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
MAJOR			
DRIVER'S LICENSE INFORMATION			
* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/>		STATE WHERE ISSUED	CLASS
CERTIFICATES & LICENSES			
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)	
LICENSE NUMBER	ISSUING AGENCY		
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)	
LICENSE NUMBER	ISSUING AGENCY		

WORK HISTORY

DATES From To	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

DATES From _____ To _____		EMPLOYER	POSITION TITLE
ADDRESS		CITY	STATE
COMPANY WEBSITE		PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES			

REASON FOR LEAVING

WORK HISTORY

DATES From To	EMPLOYER	POSITION TITLE	
ADDRESS	CITY	STATE	
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

WORK HISTORY

DATES From To	EMPLOYER	POSITION TITLE	
ADDRESS	CITY	STATE	
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

SKILLS		
OFFICE SKILLS	TYPING (NET WORDS PER MINUTE)	DATA ENTRY (NET WORDS PER MINUTE)
OTHER SKILLS		
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN		
LANGUAGE <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	LANGUAGE <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	
EMPLOYMENT OBJECTIVE		
ADDITIONAL INFORMATION		
Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous		
ATTACHMENTS		
Please list any attachments you are including with your application.		
Signature Verbiage		
<p>I hereby certify that I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application.</p> <p>I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments or supporting documents may result in denial of employment or immediate termination.</p> <p>I understand that an in-depth background check may be conducted prior to employment with City of Hood River. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with City of Hood River.</p> <p>I authorize representatives of City of Hood River to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand that if hired, either the City of Hood River or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement. I understand that this completed application is the property of City of Hood River and will not be returned. I understand that I must notify the Human Resources department at City of Hood River of any changes in my name, address, or phone number.</p> <p>I have read and understand the above information.</p>		
X _____ SIGNATURE OF APPLICANT		_____ DATE

SUPPLEMENTAL QUESTIONS

The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. The information obtained also includes additional job related information, such as your preference of work hours and locations, to better evaluate you for the position for which you are applying.

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

* MONTH/DAY OF BIRTH:
EXCLUDE YEAR

*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTEND SCHOOL UNDER? IF SO, UNDER WHAT NAME(S)? IF YOU HAVE NEVER WORKED OR ATTENDED SCHOOL UNDER ANOTHER NAME, PLEASE ENTER "NA."
☐ NA

*2. DATE YOU ARE AVAILABLE TO START.

*3. PLEASE INDICATE WHICH HOURS YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)

FULL TIME ☐ PART TIME ☐ TEMPORARY FULL TIME ☐ TEMPORARY PART TIME ☐ VOLUNTEER ☐ INTERNSHIP

IF YOU MARKED THAT YOU ARE NOT AVAILABLE FOR ALL HOURS OR DAYS, YOU ARE WELCOME TO PROVIDE AN EXPLANATION.

* 4. HOW DID YOU LEARN ABOUT OUR JOB OPENING? (PLEASE CHECK ALL THAT APPLY)

- ☐ CAREERBUILDER.COM
- ☐ CRAIGSLIST.COM
- ☐ DICE.COM
- ☐ GOVERNMENT FINANCE OFFICERS
- ☐ GOVERNMENTJOBS.COM
- ☐ CITYOF HOOD RIVER WEBSITE
- ☐ OREGON CPCU SOCIETY
- ☐ OREGON EMPLOYMENT DEPARTMENT
- ☐ OREGON MUNICIPAL FINANCE OFFICERS
- ☐ OREGON PRIMA
- ☐ OREGONIAN NEWSPAPER
- ☐ OREGONIAN ON-LINE
- ☐ STATEMAN JOURNAL NEWSPAPER
- ☐ UNDERWRITINGJOBS.COM
- ☐ OTHER _____

*5. HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF HOOD RIVER?

- ☐ YES
- ☐ NO

*6. This is a voluntary question; however, if you are interested in veterans hiring considerations, we will need to know your veteran's status. Do you meet the definition of a veteran? A veteran is defined as: (1) A veteran must have served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning January 31, 1955 or 178 consecutive days beginning after January 31, 1955, and have been discharged under honorable conditions; or (2) A veteran must have served on active duty with the Armed Forces of the United States for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or (3) A veteran must have served on active duty with the Armed Forces of the United States for at least one day in a combat zone and have been discharged under honorable conditions; or (4) A veteran must have received a qualifying military decoration for service in the Armed Forces of the United States; or (5) Be receiving a nonservice-connected pension from the US Dept. of Veterans Affairs. A veteran may submit his/her Certificate of Release or Discharge from Active Duty (a federal DD form 214 or 215) with his/her application for employment.

- ☐ YES
- ☐ NO

* 7. This is a voluntary question; however, if you are interested in disabled veterans hiring considerations, we will need to know your veteran's status. The definition of a disabled veteran is: (1) Entitled to disability compensation under laws administered by the US Dept. of Veterans Affairs; or (2) Discharged or released from active duty for a disability incurred or aggravated in the line of duty; or (3) Awarded the Purple Heart for wounds received in combat. A disabled veteran may submit a copy of his/her veteran's disability preference letter from the U.S. Department of Veterans Affairs.

- ☐ YES
- ☐ NO