



City of Tempe

DEPUTY COMMUNITY DEVELOPMENT DIRECTOR – BUILDING SAFETY/ENGINEERING & PERMITS

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	026		<i>FLSA Status:</i> Exempt
<i>Department:</i>	Community Development		<i>Salary / Hourly Minimum:</i> \$103,170
<i>Supervision Level:</i>	Deputy Director		<i>Salary / Hourly Maximum:</i> \$139,279
<i>Employee Group:</i>	SMT		<i>State Retirement Group:</i> ASRS
<i>Status:</i>	Unclassified		<i>Market Group:</i> Deputy City Manager
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Officials and Administrators

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from the Community Development Director.

Exercises administrative supervision over professional, technical, and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible professional experience in architecture, engineering, building safety, construction and/or directly related to the core functions of this position including three years of administrative and supervisory responsibility.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, architecture, construction or degree related to the core functions of this position. A Master's degree is desirable.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of, or required to obtain within one (1) year of hire, registration as a professional engineer or architect in the State of Arizona, or certification as a Building Official by the International Code Council (ICC), or equivalent professional certification. • Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, direct and lead the activities and operations of the Building Safety / Engineering and Permits division; and to provide highly responsible and complex administrative support to the Community Development Director. This position cooperates and coordinates with the citizens of Tempe, City departments, and outside agencies and individuals, to provide services to internal and external customers.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Facilitate the provision of the highest level of quality customer service possible for Department customers. Ensure that internal and external customers are provided the Department's services in the most courteous, friendly and faciliatory manner possible.
- Administer, plan, and direct the activities of the Building Safety, Permits, Plan Check, Inspection, and Customer Service Counter sections.
- Develop, plan, implement, and manage the Division's goals, objectives, and work plan; recommend, administer, review and update administrative practices, procedures and policies; assign work activities, projects and programs; monitor workflows; with input of divisional staff, review and evaluate work products, methods and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures when necessary.
- Advise, consult, and provide information to the Community Development Director regarding the compliance and enforcement of public and private development, planning, building, and zoning policies.
- Manage the development and administration of the Division budget; direct the forecast of funds needed for staffing, revenues, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Coordinate division activities with those of citizens, other departments, other divisions, outside agencies, neighborhood organizations, and the development community; provide staff assistance to the Community Development Director, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Provide overall management of the Development Services Center including plan intake and permit issuance for building, planning, fire, engineering, and other permits.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens, developers, architects, engineers, applicants, clients and property owners in an open and creative manner. Communicate and provide information to the public regarding private and public development, planning, building safety, and permit matters through correspondence, interviews, and telephone calls.

- Participate on a variety of boards, commissions, and planning committees; present information and recommendations on projects, programs, and documents of a specialized nature in a variety of meetings; attend and participate in professional groups and committees.
- Direct the preparation of revisions and new provisions to update the ordinances enforced by the Division. Provide interpretations and advise staff on private development issues and divisional operations. Recommend and administer department and/or Division policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities. Investigate service delivery models and programs of other municipalities and organizations. Recommend, plan and implement programs to improve service delivery.
- Confer with engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in acquiring information and coordinating planning, zoning and building safety matters; provide information regarding City development requirements.
- Analyze, develop and present recommendations on complex development and zoning proposals along with planning, design, and building inspection issues; provide technical expertise to various boards, commissions, and the City Council in the formulation of recommendations of staff reports and review and plans of development applications.
- Manage the preparation of special reports, development analysis, and plans by professional staff and/or outside consultants.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

JOB DESCRIPTION HISTORY

Effective February 1997

Revised October 2000 (Job Title Change)

Revised July 2002 (Range Changed)

Revised July 2003 (Range Changed)

Revised October 2003 (Reclassification)

Revised September 2005

Revised Dec 2010 (Title change)

Revised March 2014 (update job duties)

Revised December 2016 (Title, Purpose Statement, Education, licenses/certifications)

Revised January 2017 (Education Minimum Qualifications, licenses/certifications)