

## **DIRECTOR OF BUILDINGS AND REGULATORY COMPLIANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position primarily involves responsibility for supervision of the City's code enforcement, building permitting and inspection, and office personnel as well as office operations. Primary responsibility for establishing overall strategy and focus of the Department including service level standards, internal processes and procedures, and ensuring community needs are met. The Director is responsible for overseeing the development and execution of a strategic plan for code enforcement and compliance. The Director may also engage with neighborhood associations, residents, business, developers, builders, and property owners to ensure any proposed plan meet all applicable state and local codes and to develop and execute the appropriate remedies regarding violations. The Director of Buildings and Regulatory Compliance exercises supervision over office and inspection staff by planning and delegating assignments to appropriate personnel. The Director of Buildings and Regulatory Compliance oversees the personnel responsible for implementation and maintenance of an electronic codes data system and as well as creation and maintenance of a technologically advanced customer service system. The incumbent reports directly to the Mayor of the City of Albany.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Supervises the operation and staff of the municipal building inspection office;
- Establishes policies and procedures for department;
- Develops and manages the annual operating budget for the Department;
- Confers with other City departments on matters related to zoning regulations and building codes;
- Makes recommendation for changes or improvements in zoning codes; or other building and/or zoning related issues;
- Supervises, plans, assigns and reviews the work of departmental staff;
- Provides recommendations for professional and customer service training for all departmental staff;
- Implements departmental improvements to ensure the efficiency and cost effectiveness of each operation while meeting City and Departmental needs;
- Represents department at city-wide senior staff events, meetings, etc.;
- Conducts performance appraisals and handles disciplinary problems of staff;
- Oversees work of Chief Building Inspector;
- Directs the maintenance of records, acts and decisions;
- Enters and retrieves information in an automated information system;
- Works with the Information Technology Unit to manage the maintenance and updating of code enforcement and other departmental software; and
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of effective public relations practices;
- Knowledge of building plan review, building inspection, and code enforcement functions;
- Ability to establish service level standards and deploy resources to achieve established service levels;
- Ability to develop and establish strategic vision for assigned functional areas;
- Ability to establish and maintain cooperative relationships with other public officials, city departments, local and state agencies, building contractors and with the general public;
- Ability to supervise staff in a manner that encourages efficiency and high morale;
- Ability to interpret regulations and code and apply them to appropriate situations;
- Ability to maintain a high degree of professionalism;
- Ability to communicate effectively with others and to secure cooperation;
- Ability to analyze reports and other data to monitor performance of the department;
- Ability to prioritize and multitask;
- Ability to express ideas clearly and concisely;
- Ability to operate office equipment, including PC applications, Microsoft Office Suite to produce correspondence, reports and records;
- Strong management skills;
- Excellent written and verbal communications skills;
- Decisive and consistent decision making skills;
- Neat personal appearance;
- Tact;
- Courtesy;
- Good judgment;
- Integrity;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

At least five (5) years progressively responsible managerial or supervisory experience preferably overseeing similar functions **and**

- A. A licensed engineer or architect of not fewer than three (3) years' experience in such profession; **OR**
- B. A licensed attorney of not fewer than three (3) years' experience handling matters dealing with state and local building codes as well as zoning and planning laws and regulations; **OR**
- C. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree (or higher) in

Business Administration, Engineering, Public Administration, Architecture or closely related field; **OR**

D. A general building contractor or a person engaged in the supervision of building construction with at least nine (9) years experience in such profession or occupation, including project management and supervisory experience; **OR**

E. Any comparable education and experience that provides demonstrated proficiency and skill in the assigned work activities or required knowledge, skills and abilities.

Revised: 7/30/14  
1/05/15  
5/27/15