

CITY OF SANTA ANA

JOB TITLE:

Assistant Director of Planning and Building Agency (MM)

JOB CODE

02492

DEPARTMENT:

Planning and Building Agency

TITLE OF IMMEDIATE SUPERVISOR:

Deputy City Manager for Development Services

JOB SUMMARY:

To direct, manage, supervise and coordinate the City's building inspection, community preservation, permits and plan check activities and related technical services; provide highly responsible and complex administrative support to the Deputy City Manager for Development Services; and act as the Deputy City manager in his/her absence.

DESCRIPTION

Assists in the formulation, development and implementation of policies, programs and priorities for the Agency.

Plans, organizes, directs and monitors the work activities of the Building and Code Enforcement Division.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and reviews with the Deputy City Manager; implements improvements.

Administers the uniform building code and code enforcement codes, making the more complex technical decisions.

Reviews building code and code enforcement codes and policies for revisions and changes; reviews new areas of technology for update in policies, regulations, and training for employees.

Consults with residents, neighborhood associations, business owners and developers in regard to agency practices and goals.

Investigates and responds to issues raised by the general public and resolves conflicts.

Coordinates activities of divisions with other City departments and government agencies.

Manages the development and administration of the annual budget for code enforcement, building inspection, permits and plan check sections of Agency.

Selects, trains, motivates and evaluates assigned management, supervisory, professional and technical personnel.

Resolves interagency issues relating to day-to-day operations of the Agency.

Establishes division goals and objectives, incorporating TQS principles into procedures and practices.

Develops and directs policy decisions with regard to the City's property database (SAPIN), including the establishment of priorities and budget parameters for ongoing operations of the system.

Performs other related duties as required.

#### RECOMMENDED MINIMUM QUALIFICATIONS

Five years of increasingly responsible supervisory and management experience, including at least three years of broad building inspection experience in municipal or county government. Education equivalent to graduation from a four year college with a Bachelor's Degree in architecture, engineering or a related field can be used in conjunction with experience and training to provide the following knowledge, skills and abilities:

Knowledge of: structural design, building inspection, construction methodologies, Federal and California state laws, county and city building codes and inspection modalities.

Ability to: analyze data, develop and implement plans of action; write memorandums, reports and managerial proposals; prepare and present effective oral and written reports; interprets laws and ordinances; maintain effective working relationships with staff, elected officials, citizens and developers.

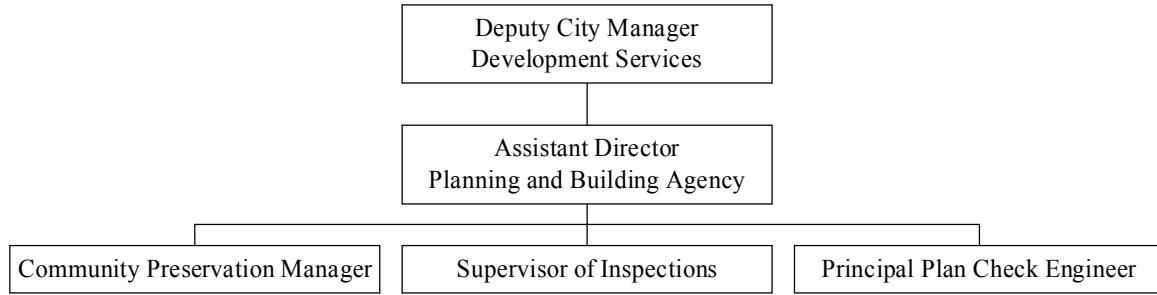
#### SPECIAL MINIMAL REQUIREMENT:

Possession of an ICBO/ICC certificate as a Certified Building Official is required within one year of appointment.

#### DESIRABLE CHARACTERISTICS:

The successful performer is a well-organized, systems oriented self-starter, combining thorough knowledge of construction trades with excellent public relations skills in order to resolve complex development issues in a manner acceptable to developers, yet in the best interests of the City.

ORGANIZATIONAL RELATIONSHIPS



Reviewed: 01/04

ADA approved: 01/04