



# MARION COUNTY

## Employment Opportunity

### Building and Planning Division Manager

**Recruitment #:** 375-2019-1

**Opens:** August 16, 2019

**Typical Work Schedule:** Monday – Friday, 8 a.m. – 5 p.m. (some flexibility, as needed)

**Closes:** September 9, 2019

Information about Marion County: [Marion County Information](#)

Information about the department: [Marion County Public Works Department Information](#)

Marion County Public Works is a community partner and an integral part of the Marion County enterprise, dedicated to providing superior customer service that has earned the public's trust by demonstrating integrity, excellence in leadership, professionalism, and efficiency.

#### THE POSITION

The Building and Planning Division Manager will under general direction plan, organize, direct, and manage the County's Building Codes and Planning Programs. Determines program priorities and develops and recommends policies and procedures to administer programs and ordinances.

This position will work under the general supervision of the Public Works Director, who establishes goals and reviews the results obtained through the analysis of reports and conferences.

The Building and Planning Division Manager will exercise full supervision over professional and technical staff in the Planning and Building Inspection Programs. Will also participate in the selection of new personnel, provides for training, evaluates performance, responds to grievances, and recommends personnel transactions.

#### MINIMUM REQUIREMENTS

##### Experience and Training

1. Bachelor's degree in Planning, Business, Resource Management or other closely related field; AND
2. Five (5) years of increasingly responsible experience related to building inspection or management experience in land use planning (which includes at least two (2) years of supervisory experience.); OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

##### Special Requirements

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- The finalist for this position may be required to pass a criminal history background check, including finger printing; however, conviction of a crime may not necessarily disqualify an individual for this position.
- Possession of State of Oregon Building Official certification.
- This assignment is not represented by a union.

#### JOB DUTIES

- Creates and controls an annual and supplemental budget for the Building and Planning Division. Forecasts and monitors revenues and expenditures and prepares financial reports to present to the Director of Public Works.
- Manages the county's long range and current building and planning programs, including but not limited to the evaluation of proposed modifications regarding all elements of the comprehensive plan, supporting documents and ordinances.

- Manages city, county and special district coordination programs and coordinates planning activities with other entities including internal and external departments and agencies.



- Responsible for the planning, organizing, directing, staffing and controlling of the building codes program, including the administration and enforcement of the various codes regulating construction, use or occupancy of all building and structures within the jurisdiction. Retains final authority on enforcement issues and code interpretations.
- In conjunction with the County Building Official, develops and maintains the Building Inspection Program operating plan as required in ORS 455.150.
- Supervises the preparation of presentations and recommendations to the Hearings Officer, Planning Commission and/or the Board of Commissioners for complex land use decisions, comprehensive planning and zone changes.
- Evaluates and approves, as needed, written reports concerning zoning and subdivision applications or modifications to ordinances; assesses consistency or proposals in relation to comprehensive plan policy.

- Reviews and comments on proposed land use and building related legislation and drafts state administrative rules. Reviews and develops special reports related to planning and building code programs.
- Represents the department and county at meetings with citizens, commissions, government agencies and organizations.
- Actively participates on the public works leadership team; engages in short-term and long-term planning for the department; acts in the capacity of the department director as requested.

## HOW TO APPLY

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

*Marion County does not accept mailed, delivered, faxed, or e-mailed applications.*

If you have questions about this position, please call (503) 566-3949 or e-mail [HRRecruitment@co.marion.or.us](mailto:HRRecruitment@co.marion.or.us)

## KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** applicable federal, state and local laws and ordinances, policies, planning, land management and planning tools; building construction, materials and methods; county and state building and zoning laws and codes; and building construction terminology and techniques.

**Skills and techniques:** strong verbal and written skills; skills in communicating effectively both verbally and in writing; establishing and maintaining effective working relationships with other departments; appointing and supervising technical and professional staff members; carrying out programs in planning and building codes; preparing and supervising the preparation of oral and written presentations and/or recommendations to land management commissions and agencies and the public; coordinate programs; and the use and interpretation of technical skills relating to surveys, statistical data, analysis, procedural, administrative and programmatic studies.

**Ability to:** read and interpret blueprints, permits, orders, ordinances, and legal documents relating to land use; detect structural, fire/life safety and other violations; read and interpret plans and specifications and compare them with construction in progress; plan, assign and review the work of others; work effectively with diverse agencies, other employees and the general public; analyze and evaluate the implications of plans and related technical documents; develop recommendations; use and interpret statistical and other numeric data; and use appropriate software specifically relating to planning and general office operations.

**Mental and physical requirements:** mental activities required include frequent decision making, interpersonal skills, presentations, problem analysis, customer service, training and supervising and continual speaking, reading, writing and understanding English; perform basic and advanced math; basic programming and independent judgment and or independent action. Physical activities required include frequent standing, repetitive motions of hands/wrists, walking, fingering, sitting and continual talking, hearing and handling. Must be able to lift, push, carry or pull up to 20 pounds.

## COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program.

The wage range for this position is \$41.77 to \$55.95 hourly or \$7,240.13 to \$9,698.00 monthly with initial wages dependent upon the qualifications and experience of the candidate selected. This is an exempt, full-time position, which is not eligible for overtime.

### *Benefits Include:*

#### Insurance Coverage

- ✓ Medical, prescription, vision and dental plans covering employees and dependents with low or no employee premium share
- ✓ Employer-paid basic life insurance
- ✓ Accidental death and dismemberment plans
- ✓ Employer-paid long-term disability plan

#### Retirement Benefits

- ✓ Participation in the Oregon Public Service Retirement Plan (OPSRP) - Employer pays the 6% employee contribution
- ✓ (457) deferred compensation plan option
- ✓ 2.5% employer contribution to a 401(k) plan

#### Annual Paid Leave

- ✓ 13 vacation days
- ✓ 12 sick leave days
- ✓ 9 holidays
- ✓ 2 personal holidays

**EQUAL EMPLOYMENT OPPORTUNITY:** Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

