

Oregon

ASSISTANT BUILDING OFFICIAL

\$86,801 - \$116,455

Plus Excellent Benefits

First review:

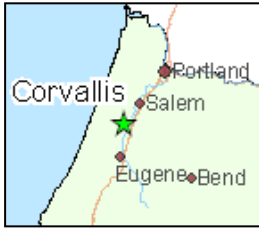
June 13, 2022

(Position is Open Until Filled)

PROTHMAN



WHY APPLY?



The Assistant Building Official opening is an exciting opportunity for a dynamic team-oriented manager to make a significant contribution to the Corvallis Community and the Development

Services Division. This presents an excellent opportunity to join a division that works collaboratively towards making a positive impact on the City's built environment. As the Assistant Building Official, the selected candidate will have the opportunity to work with a diverse community on a wide variety of development projects, including direct involvement with the new expansion to Oregon State University's Reser Stadium, a new University Graduate Housing building, the completion of several new public-school buildings, and a variety of new multifamily and residential developments. The new Assistant Building Official has an opportunity to becoming the Building Official, and would then join the Development Team that is led by a Division Manager who encourages innovative ideas and fresh perspectives in how to deliver high quality services to the Corvallis community.

THE COMMUNITY

Ideally situated in the heart of Oregon's Willamette Valley, Corvallis is just 90 minutes from Portland and close to the Cascade Mountains and Pacific Coast shoreline. Located in Benton County, Corvallis is the County seat, has a residential population of 58,885 and is home to Oregon State University. The presence of Oregon State University contributes to the City's vibrancy. The University is an integral part of the local community with approximately 34,108 students and roughly 10,000 employees.



The University is considered one of the nation's leading research universities and serves as Oregon's leading source of basic applied research in forestry, agriculture, fisheries, engineering, electronics, home economics, and the sciences for the development of human, land, atmospheric, and oceanic resources. The influence of a major research university, thriving sectors of high tech, agribusiness, biosciences, healthcare, and green energy, along with an educated workforce result in a solid local economy.

Corvallis is a community that focuses on livability. The downtown and University neighborhoods are walkable and Corvallis is one of the best cities in the nation for bicycling. In addition, the fare-less public transit service, Corvallis Transit System (CTS) provides bus service throughout the city with connections to the neighboring communities of Philomath and Albany. With a beautiful waterfront and vibrant businesses, Corvallis is a place to shop. The downtown shops and restaurants are predominately locally owned and operated. Additional shopping opportunities are located throughout town and include major retail outlets mixed alongside trendy stores, unique coffee bars, and restaurants. Corvallis is also home to many creative chefs whose restaurants serve wine from locally owned, nationally recognized wineries. In addition to the chefs, local brew masters from five different breweries make their home in Corvallis and produce quality craft beer. In addition to craft beers, fantastic ciders are also made from locally produced apples, honey, and other special ingredients.

For those looking for open green areas, the city also offers more than 45 beautiful parks and recreational areas with 2,000 acres of parks, playgrounds, playing fields, trails, open spaces, and natural areas.

As seen with the presence of Oregon State University, education plays an important role in Corvallis and begins early with an active preschool population. The well-regarded Corvallis Benton County Public Library emphasizes early literacy and hosts many events focused on lifelong learning for all ages. Benton County has the reputation for having some of the strongest schools in the State and the Corvallis School District is no different. With approximately 6,900 students, many of the local K-12 schools achieve awards for academics, activities, and athletics. The School District is currently working on constructing two new schools and remodeling several schools, as the community recently voted on a \$200 million dollar bond measure to improve school facilities.

THE CITY

The City of Corvallis operates under a Council-Manager form of government. City Council members are elected individually from the City's nine wards. Each of the nine City Council members serves a two-year term. Every fourth year, a Mayor is elected. Corvallis is a full-service city that operates on a 2022-2023 budget of \$241 million with approximately 460 regular employees. The city also hires 300-400 additional part-time casual employees depending on each season. City departments include the City Manager's Office, Community Development, Finance, Fire, Human Resources, Information Technology, Library, Parks & Recreation, Police, and Public Works.

THE DEPARTMENT

Development Services (DS) is one of three divisions within the City's Community Development Department. DS is a full-service division, offering the full suite of building and inspection services. This includes staff that are certified to complete commercial plumbing and electrical inspections. The Division is in a healthy position financially, as DS operates using a special revenue fund that is earmarked specifically for building plan review and inspection services. DS is comprised of 23 staff and has a projected operating budget for fiscal year 22/23 of \$5 million. DS completes roughly 1,000 inspections each month, and processes roughly 4,000 building, electrical, plumbing and mechanical permits annually. DS also processes other permits that include erosion/grading, floodplain, administrative land use cases, right-of-way, and sign permits.

THE POSITION

The Assistant Building Official prioritizes, schedules, and assigns work tasks for the plan review and inspection staff. In consultation with the Division Manager, this position will develop procedures, policies, and performance standards to ensure efficient and effective permit application, plan review, permit issuance, and inspection activities. The Assistant Building Official ensures that processes remain current with policy, code, or state law changes. This position also performs personnel duties such as selection, termination, discipline, and evaluation of performance, and makes effective recommendations in hiring and termination decisions.

The Assistant Building Official also assures positive customer relations within the Division, conducts community outreach, and serves on advisory panels or committees as a representative of the Development Services Division. Other responsibilities include implementing delivery of services necessary to ensure a quick turn-around for plan review and inspections, and ensuring Division plan review and inspection performance goals and customer service objectives are achieved.

For a full job description and to view all responsibilities, please view the attachment found [here](#).

PRIORITIES & OPPORTUNITIES

1. Work to understand the current organization, operations, culture, and structure. Look for improvements in division's delivery of service.
2. Establish trust and encourage collaboration within the Development Services Division, with other City departments, and with the Community.
3. Devote time and attention learning the administrative and program management aspects of a building program.
4. Proactively collaborate with the development community, Oregon State University, and internal and external stakeholders.
5. Assist and guide Development Services staff support for an upcoming series of projects including developing cross-training opportunities for staff in order for staffing levels to remain lean and nimble, and assisting with the development and implementation of a new drone inspection program.

IDEAL CANDIDATE

Education & Experience:

It is required that candidates have a High School diploma or equivalent, and six (6) years of formal education, training and/or experience in construction management, architecture, structural engineering, building design, construction inspection and/or plan review, OR an associate's degree in architecture, engineering, construction management, public administration, or a closely-related field and two (2) years of experience in construction management, architecture, structural engineering, building design, construction inspection, and/or plan review. One year of experience as a supervisor or lead worker is desired.

Possession or ability to obtain and maintain a valid Oregon Driver License is required. Must have ability to pass a pre-employment background and/or criminal history check. Please see the complete job description [here](#) for this position's required certifications.

Necessary Knowledge, Skills & Abilities:

- The ideal candidate is a strong leader who is energetic, positive, and customer-focused and can build and maintain relationships and work in a variety of team situations with peers, staff, elected officials, and community stakeholders.
- Skill as a leader who can evaluate the division's organizational structure looking for efficiencies and improvements in the delivery of services.
- The ideal candidate will be eager and focused on learning the administrative, legal, and program management aspects of building department administration.
- Knowledge and experience with code compliance, development permitting, and conceptual knowledge of land use planning principles.
- Ability to be flexible but firm when appropriate.

- Strong communication skills and able to navigate complex and often tense situations.
- Proven ability as a strong team player that is willing to collaborate and act in a "working manager" capacity with staff and stakeholders to find balance and compromise to resolve difficult situations.
- Strong customer service outlook with a dynamic and results-driven approach to problem solving.
- Ability to lead by example to achieve greater levels of customer service.
- The ideal candidate will be a positive and enthusiastic manager who fosters a spirit of teamwork and collaboration and engages staff to maintain a professional yet fun work atmosphere.
- Knowledge and understanding of automated building permitting software.

COMPENSATION & BENEFITS

➤ \$86,801 - \$116,455 DOQ

- 97% City-paid Medical and Dental
- City-paid Life and Vision Insurance
- Long-term Disability Insurance
- HSA/HRA/FSA
- Deferred Compensation
- Oregon PERS/OPSRP
- 15 Annual Days of Vacation
- 12 Annual Days of Sick Leave
- 11 Paid Holidays
- 1.5 Floating Holidays
- Bereavement Leave
- Student Loan Forgiveness

To view more detailed benefit information, please see the attachment found on www.prothman.com or by clicking [here](#).

**For more information on the
City of Corvallis, please visit:**

www.corvallisoregon.gov

The City of Corvallis is an Affirmative Action/Equal Opportunity Employer in compliance with ADA. All qualified candidates are strongly encouraged to apply by **June 13, 2022** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**Assistant Building Official – City of Corvallis, OR**" and click "**Apply Online**", or click [here](#).



www.prothman.com

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