

CLASS TITLE: ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES

PURPOSE OF THE CLASSIFICATION: Under administrative direction interprets code, manages, supervises and coordinates tasks of plan review and evaluation for issuance of building permits, zoning clearances, and information for building, sign, and zoning concerns, including certificates of occupancy, utility structures and fire protection within the City of Tulsa, ensuring the development of policies and procedures to enable private development, compliance of ordinances and codes and timely completion of projects and performs other related assigned duties.

ESSENTIAL TASKS:

- Conducts major special projects with City staff and the public
- Directs the operation of Development Services, including building/infrastructure plan review, permit center, and inspection services sections, evaluating performance and managing staff levels to maintain production schedules and ensure customer service satisfaction
- Serves as immediate supervisor to Building Plans Review Section
- Coordinates, motivates and supervises the work of subordinate personnel, communicating policies, procedures, goals and objectives
- Develops goals and objectives for Development Services
- Reviews and makes recommendations regarding ordinances
- Coordinates and conducts preliminary code reviews, providing direction and administration for the City of Tulsa's Building and Zoning Codes
- Ensures design and contractor compliance with codes and ordinances and timely completion of projects
- Resolves design conflict problems and customer inquiries
- Interprets standards, building (residential, commercial and industrial) codes and design guidance for the public
- Confers with elected and appointed officials on development policies
- Manages Development Services' safety program
- Develops and administers the Development Services Division's annual budget, making recommendations and monitoring the execution of the budget
- Conducts meeting with the development community, representing the director as needed
- Develops public information brochures and code compliance forms
- Coordinates, monitors, and promotes an Affirmative Action Program
- Coordinates training of new personnel
- Assists in the development of various computer programs
- Performs the duties of the director when assigned
- Attends Council, Commission and board meetings to explain development policies and projects
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering or architecture and eight (8) years of progressively responsible experience as a registered professional engineer or architect with code interpretation and supervisory experience required and advanced degree desirable.

Knowledge, Abilities and Skills: Comprehensive knowledge of public development objectives, purposes, methods and practices; considerable knowledge of federal and state laws and regulations and City of Tulsa ordinances and policies; considerable knowledge of the principles and practices of architecture, particularly as applies to the building industry; and considerable knowledge of the ICC family of codes and City zoning code. Ability to interpret plans and specifications; ability to communicate effectively both verbally and in writing; ability to plan, direct and supervise the work of professional and sub-professional personnel engaged in a variety of reviews and permitting activities; and the ability to utilize the highest

level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, pushing, pulling and carrying up to 50 pounds; and walking, standing, or sitting to attend meetings or field visits to construction sites; and reaching, balancing, bending, handling and smelling and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Registration as a professional engineer or architect in the State of Oklahoma; possession of ICC Certified Building Official Certificate within one (1) year of date of hire; and possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather and requires travel to various locations for construction site visits.

Class Code: 1017

EEO Code: E-02

Pay Code: EX-56

Group: Clerical and Administrative

Series: Urban Development

Effective date: December 21, 2012