



Town of Oro Valley Classification Description

Title: **PERMITTING DIVISION MANAGER**

Job Code: 4015

FLSA Status: Exempt

Department: Community & Economic Dev.

Salary Grade: 124

POSITION SUMMARY:

This position reports to and provides highly responsive and complex support to the Community & Economic Development Director. Under general supervision of the Director, manages the Permitting Division including permitting for plans, final plat, miscellaneous structures and equipment for all new or altered residential and commercial construction within the Town.

ESSENTIAL JOB FUNCTIONS:

- A. Manages the Permitting Division of the Community & Economic Development Department including plan review and permit applications.
- B. Advise, consult and provide information to the Community & Economic Development Director, Town Engineer, division managers within the department, other town departments, outside agencies, neighborhood organizations, the community and citizens regarding the operational activities, interpretation, compliance and enforcement of the Town codes and standards under Permitting Division Manager's purview.
- C. Oversees and provides guidance to the certified Plans Examiners and licensed Engineers and Technicians.
- D. Assigns, manages, reviews and evaluates the work and/or projects of division staff to ensure that zoning codes are followed.
- E. Assists the director in the development and implementation of short and long range strategic plans for the Town's operational needs, service goals and objectives.
- F. Prepares specifications and the submittal of contracts, in conformance to all applicable Town Code requirements, to the director for approval. Once approved, works directly with the Procurement Manager to accomplish the work.
- G. Evaluates/Analyzes, prepares reports, provides recommendations and keeps the Community & Economic Development Director fully informed on all pertinent issues.
- H. Assist the Director in the following: development, planning, implementation and management of the department's goals, objectives, and work; recommend, review and update administrative practices, procedures and policies; evaluate efficiency and effectiveness of operations, procedures, and use of resources; implementation of improvements; and development of department performance measures and standards
- I. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide the highest level of quality seamless customer service for both internal and external customers.

- J. Respond to and resolve difficult and sensitive inquiries, complaints and requests in a positive, open, creative and customer service centric manner.
- K. Assists with the forecasting, development and monitoring of the department budget.
- L. Assigns, tracks and reviews work assignments of division personnel.
- M. Provides timely and relevant performance reviews of division personnel.
- N. Mentor staff and provide a positive leadership example.
- O. Foster teamwork between divisions within the department and other Town departments.
- P. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing operations and engineering.
- Knowledge of the laws and regulations of residential and commercial planning and permitting.
- Skill in reading, understanding and reviewing site plans and other related engineering documents to determine compliance with drainage, utility and other requirements.
- Knowledge of management and/or supervision principles and possession of strong leadership skills.
- Ability to be an active, positive and contributing team member of the Department's Management Team
- Knowledge of budget and fund control practices and procedures.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Ability to consistently meet deadlines and complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing plans and solutions to complex problems.
- Excellent verbal and written communication skills.
- Ability to make clear presentations to Town Council, Boards and Commissions, citizens, and other interest groups.
- Skill in establishing and maintaining effective working relationships with staff, other Town departments, and the general public.
- Knowledge of trends and practices of strategic and program planning principles, project management and operations.
- Knowledge of personal computer hardware, software and applicable data base systems.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Engineering or related field.
- Seven (7) years of direct experience in permitting, including (2) years at a supervisory level; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.