

## **COMMUNITY DEVELOPMENT DIRECTOR/ BUILDING INSPECTOR**

**Town of Springerville**

**Community Development Department**

### **POSITION SUMMARY**

This position reports directly to the Town Manager. Responsibilities include the overall program development, implementation, operation, monitoring, and evaluation of all programs of the Community Development Department. He or she is responsible for administration of the department and makes unbiased recommendations to the Town Manager, Town Council and Planning and Zoning Commission in conjunction with the Town of Springerville Municipal Code and policies related to, building permits, sign permits, zoning code, conditional use permits and community development. The Director is responsible for implementation and maintenance of the Geographical Information System (GIS) for Town assets, rural addressing, town boundaries, parcels, zoning maps, etc. The Director is the Planning and Zoning Administrator and shall enforce the laws governing the zoning and building ordinances and accomplish all administrative actions required by the ordinance. This position is exempt under FLSA. The salary range is \$56,992 to \$68,057 DOE. Employment application and information is available online at [springervilleaz.gov](http://springervilleaz.gov). For more information call Town Hall at (928) 333-2656 or email [kmiller@springervilleaz.gov](mailto:kmillier@springervilleaz.gov). This position will remain open until filled with a first review of applications on Monday, August 22, 2022.

### **ESSENTIAL FUNCTIONS**

- Receives administrative direction from the Town Manager or his/her designee.
- Actively works with Code Enforcement to enforce the zoning code by following up on all complaints and initiating complaints against properties out of compliance with the zoning code;
- Meets with the public to discuss Planning and Zoning policies, practices, town code and problems;
- Review and process all applications for conditional use permits, zoning amendments, variances, building permits, peddler permits, and sign permits;
- Review and process all building permits and inspections to comply with local, state, and international building codes;
- Implementation and maintenance of the Geographic Information System (GIS) database;
- Serves as the Plan Review Administrator and the Building Inspector (Must have or be able to attain ICC building code inspector certificate);
- Assures enforcement of Federal, state, local, Town and other applicable environmental and safety statutes, ordinances and codes.
- Prepare agendas and minutes for Planning and Zoning Commission and ensure compliance with open meeting laws;
- Attend all Planning and Zoning Commission meetings and keep records of all proceedings of these meetings;
- Provide training for the planning and zoning commissioners;
- Maintain property files;
- Assist in preparation of departmental budget;
- Provide monthly staff reports for Council Meetings;

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- Utilizes excellent customer service skills, establishes and maintains effective working relationship with other employees, officials and all members of the general public;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **ADDITIONAL FUNCTIONS**

- Assists with other departments as the need arises.
- Coordinates department activities with other city and county departments.
- Performs other duties as deemed necessary or assigned.

### **CERTIFICATIONS**

- Valid Arizona Driver's License.
- Building inspection certificates preferred or obtainable within 6 months of hire

### **POSITION REQUIREMENTS**

**Personal Relations:** Must have good written and oral communications skills especially when working with socially, economically and culturally diverse clients, employees, trainees, and volunteers. Often involved in community activities. Must be able to develop good working relationships with federal, state, county, and local government.

**Experience:** Minimum of four (4) years' experience in planning and development programs, including one (1) year of supervisory experience

**Education:** Equivalent of Bachelor's Degree from an accredited college or university public administration, business management, engineering, or related field and substantial high-level professional experience in public works, utilities, engineering or any combination of experience, education or training that demonstrates leadership competencies necessary to fulfill the job requirements. Must have or be able to attain ICC building inspector certificate within 6 months.

**Technical Skills:** Analyze complex administrative problems and develop appropriate solutions. Plan, initiate and manage projects from beginning to end. Perform research, evaluate facts and evidence, drawing logical conclusions and making proper recommendations. Ability to develop and interpret program regulations and procedures, reports, records and forms as required. Develop and maintain effective working relationships with Town staff, elected officials, community members, various external organizations and individuals and the general public. Ability to communicate effectively both verbally and in writing is required. Must make decisions, maintain composure and work effectively under stressful conditions. Public records and records management. Ability to maintain strict confidentiality. Applications of various software applications.

**Working Conditions:** Subject to be on call at times and must be able to travel in response to emergencies, Town issues, or Town needs.

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**Physical Requirements:** Limited physical activity is required to perform the daily duties of this position. Must physically inspect construction sites to make sure the ICC Code is being adhered to. Requires close vision, peripheral vision and the ability to adjust focus. Regularly required to talk or hear. Frequently required to stand, walk, sit, use hands and fingers, handle or feel objects, tools, or controls and to reach with hands and arms. The employee in this position must regularly lift and/or move up to 50 pounds.

Apply by visiting [Springervilleaz.gov](http://Springervilleaz.gov) or send resume/ application to Kelsi Miller at [kmiller@springervilleaz.gov](mailto:kmiller@springervilleaz.gov)

This description is not intended to be all inclusive. The Town of Springerville is an EOE/ ADA Employer. This job description last updated July 2022