

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: DECEMBER 7, 2012
CLOSING DATE: DECEMBER 13, 2012

DEPARTMENT: Community Development

POSITION: Building Services Office Manager

LOCATION: Globe/Payson

JOB CODE: 12-113

ANNUAL SALARY: \$33,716.80-\$41,080.00 DOE

NATURE OF WORK

Coordinates and supervises the daily activities and staff in support of the Building Safety, Planning and Zoning organization; assures compliance of department activities with State and Federal laws and County policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Organizes and manages office administrative operations; evaluates issues, and recommends and implements solutions.
- Provides leadership, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments; supervises the daily activities of staff; screens and assigns workload; plans, prioritizes and assigns tasks and projects; trains staff, monitors work and evaluates performance; ensures compliance with departmental policies and procedures.
- Performs a variety of accounting functions including reviewing financial reports, preparing Treasurer's receipts for transfer of income to General Fund, maintaining financial and permitting statistics; processing credit card demands from staff; and coordinating weekly deposits of income.
- Intakes, reviews and approves commercial development plans in compliance with zoning ordinances and Americans with Disabilities Act.
- Answers building and zoning questions from the public including permits, variances, land use and zoning designations; processes building/zoning documentation and schedules inspections.
- Composes correspondence and maintains files; designs and implements departmental forms; develops spreadsheets to track departmental statistics.
- Orders and maintains office supply inventory; attends required meetings and takes meeting notes;
- Administers Division web page; liaises between department and Information Technology Department.
- Maintains and provides assistance with formulating departmental policy and procedure manual.
- Serves as administrators for permitting software, maintains system users and privileges; updates new service packs and serves as a liaison between system provider and the County; develops reports; maintains valuation and fee structures.
- Takes and maintains minutes of hearings and processes decisions in accordance with legal requirements of zoning ordinance.
- Conducts research regarding policies, codes, ordinances and fees; advises of changes and reports inconsistencies; surveys other jurisdictions.
- Provides backup assistance to the front office; answers telephones and responds to questions from the public; processes/intakes plans, pre-reviews construction plans, and issues permits; may serve as Notary Public.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; on occasion in the field when assisting with site inspections; possible exposure to variable weather conditions, rough terrain, and construction debris.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and five (5) years building and zoning/administrative experience, including two (2) years lead/supervisory experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License.

Continued on back of page.....

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Building/zoning ordinances, codes and regulations; legal aspects of code enforcement; map reading and scaling; land use; processes for reading blue prints; accounting principles and practices; general office practices, procedures and equipment; standard office software applications; permitting software; supervisory principles, practices and methods.

Ability to: Assign and prioritize multiple tasks, projects and demands; oversee day-to-day office activities; supervise, lead, and delegate tasks and authority; interpret and apply building related codes and ordinances; read blueprints and maps; process building plans and documentation; conduct research/answer questions regarding building and zoning; administer and utilize permitting software; perform a variety of accounting and administrative functions; communicate effectively and provide oral/written instructions.

Skills in: Managing a balance between administering code compliance regulations and customer service; effective verbal and written communication; establishing and maintaining effective working relations with co-workers, residents and contractors.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.