



Oregon

BUILDING OFFICIAL

\$94,954 - \$127,393

Plus Excellent Benefits

First review:

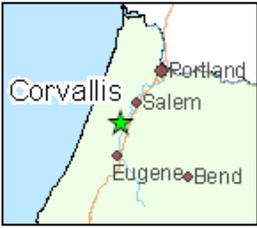
March 18, 2022

(Position is Open Until Filled)

PROTHMAN



WHY APPLY?



The 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. This position has been held vacant during the pandemic and the City is now excited to reopen this recruitment and hire their next Building Official. As the 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 Building Official will 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 31,900 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. Given its location in the heart of the Willamette Valley, Corvallis is also just minutes away from a multitude of other recreation opportunities.

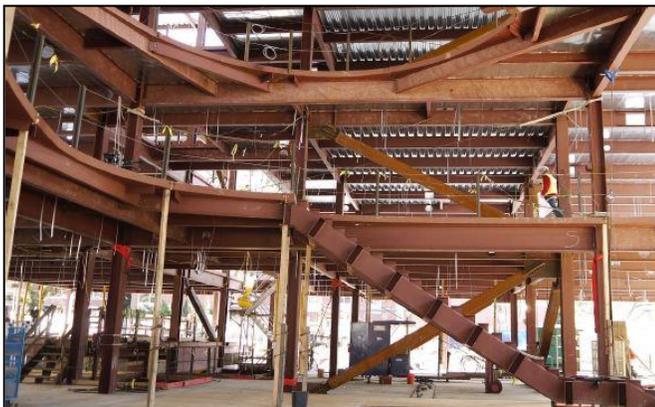
As seen with the presence of Oregon State University, education plays an important role in Corvallis and begins early with an active preschool population. The well-regarded Corvallis Benton County Public Library emphasizes early literacy and hosts many events focused on lifelong learning for all ages. 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 2021-2022 budget of \$181 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 & POSITION

Development Services (DS) is one of three divisions within the City's Community Development Department. In addition to DS, Community Development is also comprised of Housing and Neighborhood Services (HNS), and Planning.



Development Services 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. Development Services is comprised of 23 staff and has a projected operating budget for fiscal year 21/22 is approximately \$4 million. DS completes roughly 1,000 inspections each month, and processes roughly 4,000 building, electrical, plumbing and mechanical permits annually. In addition to building permitting services, DS also processes other permits that include erosion/grading, floodplain, administrative land use cases, right-of-way, and sign permits.



Under the direction of the Development Services Division Manager, the Building Official will manage ten building plan review and inspection staff. The Building Official will also administer and enforce State building codes within the City of Corvallis, and develop, implement, and manage the building plan review, inspection, and building code compliance processes within the Development Services Division. This position collaborates with work units and other teams involved in development approvals by problem-solving, interpreting codes, conducting complex reviews, performing field work, and providing technical assistance. The Building Official also works to ensure positive relations among administrative, inspections, plan review, building code enforcement, and other City staff. The selected candidate will show skill as a strong leader and manager 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. For a full job description and to view all responsibilities, please view the attachment found [here](#).

PRIORITIES & OPPORTUNITIES

1. Review and Inspection Processes - Development remains strong in Corvallis and this position will be vital in analyzing the City's building plan review and inspection process to deliver the most efficient and responsive services as possible. This includes working with staff to audit and evaluate workflows and processes, and drafting policies and procedures to memorialize processes.

2. Refining Processes – The Building Official will work closely with the Corvallis Fire Department to refine the Fire/Building Inspection process.

3. Relationship Building – Actively engaging with community stakeholders and internal City staff to continue to build strong working relationships with the community that includes a wide variety of homebuilders, non-profits, and Oregon State University will be critical to success.

4. Staff Development – This position will have the opportunity to work on staff development to cross-train staff and mentor and develop new building plan review and inspection staff members and interns.

5. Evaluate Current Systems – The Building Official will be part of the management team that will continue to assess and evaluate the City's electronic plan review and permitting system. As a result of the pandemic, Development Services (DS) receives over 90% of all applications through our e-permitting system. The Building Official will be part of a team that will continue to evaluate and refine our current system, while investigating future software needs.

6. OSU Project Collaboration – Corvallis is a PAC-12 college town. The city works closely with Oregon State University and is responsible for building plan review and inspections for all university projects. Some upcoming projects include a new arts and entertainment building, and a 150-million-dollar renovation to Reser Stadium.

7. Permitting Model – Development Services uses a one-stop permitting model to provide the best customer service possible. This includes having land use planners and engineers working directly in DS. This requires a high degree of collaboration amongst building, planning and engineering staff.

IDEAL CANDIDATE

Education & Experience:

Candidates must have a bachelor's degree in architecture, engineering, construction management, public administration, or a closely related field and two years of experience in construction management, architecture, structural engineering, building design, construction inspection, and/or plan review, or six (6) years of formal education, training and/or experience in construction management, architecture, structural engineering, building design, construction inspection and/or plan review. Two years of supervisory experience is required. Possession of, or the 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. See the complete job description [here](#) for all required certifications.

Necessary Knowledge, Skills & Abilities:

- The ability to evaluate the division's organizational structure, looking for efficiencies and improvements in the delivery of services.
- The ideal candidate will thrive in a dynamic and demanding environment in a community that has diverse expectations regarding the appropriate balance between community growth, development, and livability.
- Experience in building code administration. Knowledge and experience with code compliance, development permitting, and conceptual knowledge of land use planning principles.
- Strong communication skills and the ability to navigate complex and often tense situations.
- The ability to be 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.
- The ideal candidate will know to be flexible but firm when appropriate, and lead by example to achieve greater levels of customer service.
- A strong customer service outlook with a dynamic and results-driven approach to problem solving.
- 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

- **\$94,954 - \$127,393 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
- 10 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, please visit:

www.corvallisoregon.gov

The City of Corvallis is an Affirmative Action/Equal Opportunity Employer in compliance with ADA. All qualified candidates will be reviewed as they coming in. First review **March 18, 2022. Position is Open Until Filled.** Applications will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**" followed by "**Building Official – City of Corvallis, OR**" and follow the directions provided, or please [click here](#).



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