

Building and Development Services Manager

Status: Full-Time

Compensation: \$47,084 - \$75,335 annually

Role Overview

Orange County, Virginia is seeking a Building and Development Services Manager to join the management team for their Planning & Development Services Department. The Department manages comprehensive and current planning, building and development permitting, building inspections and code enforcement. The Building and Development Services Manager is responsible for managing forward-facing programs of building and development permitting, supporting building and site inspections functions in the Building and Code Enforcement divisions and in helping citizens in a variety of ways relating to the department's planning, permitting, inspections and enforcement activities.

Orange progressively balances a strong sense community character with proactive economic development, while enhancing and improving the quality of life for all its citizens. Orange County includes the developing towns of Orange and Gordonsville and the urbanizing Germanna-Wilderness Area. The Building and Development Services Manager serves in a position highly visible to the public and the elected officials and performs professional and technical work to implement adopted codes, review development proposals, and deliver positive customer service. Work involves considerable public contact, occasionally regarding sensitive issues requiring judgement, firmness, and tact. Position reports to the Planning and Development Services Director.

Role Description

- Supervises, manages, and coordinates the work of the Building and Development Services division, including buildings, zoning, and erosion and sediment control subject areas.
- Supervises, evaluates, coaches and trains assigned staff.
- Develops and oversees annual operating and capital budgets for the Building and Development Services division; approves invoices and P-Card statements, budget transfers, and budget amendments.
- Serves as Records Officer; maintains record retention and disposition for the Building and Development Services and Building Inspections divisions. Maintains physical records of engineer reports for third-party inspections, shrink-swell and soft soil results.
- Verifies daily money registers; delivers money and edits to the Treasurer's Office.
- Reads plans and permit applications; reviews and discusses information with citizens, builders, and designers; manages data in County software systems; issues permits; accepts payments, receipts, copies, and files.
- Communicates regarding inspection scheduling with clients, Building Inspections and Code Enforcement using County management platform(s).
- Performs related tasks, as required.

Minimum Education and Experience

High School Diploma or GED. Minimum of three (3) years progressively responsible experience in office management or administration. Supervisory experience and local government experience preferred. Experience with map reading, Global Positioning System (GPS) devices, zoning practices, and surveys preferred. Other equivalent education and work experience may be considered in meeting the minimum education and experience requirements.

The ideal candidate will possess considerable customer service experience and skills, knowledge of current building construction and inspection practices, be highly organized and detailed in their work ethic, and have considerable experience operating information technology systems – including Geographic Information Systems (GIS) and Circuit Court systems – to research pertinent land ownership, use and development. Experience with enterprise resource planning (ERP) software like the TylerTech Munis system Orange County uses is preferred.

Skills

Strong analytical abilities; working knowledge of planning, zoning, land development, building construction and inspections; the ability to function independently and as a team member; skill in the use of Microsoft Office software, business-specific software; comfort producing original reports; the ability to interpret legal records. Project management, maintaining interpersonal relationships and the ability to respond patiently and calmly to differing viewpoints on a variety of matters are also necessary skills.

Physical Demands / Work Environment

Work is performed in a typical office environment and involves sitting, standing, walking and bending/crouching for extended periods of time. Applicants must be physically able to operate a variety of office machines, tools, and equipment, such as a computer, printer, plotter, copy machine, etc., and possess the ability to exert moderate physical effort in light work which may involve some lifting, carrying, pushing and/or pulling of objects and materials of up to fifty (50) pounds. Occasional field work is required. Attendance at bi-monthly evening meetings is required.

Orange County is an equal opportunity employer. Orange County does not discriminate or allow discrimination on the basis of race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or any other protected class as established by law.