



An Outstanding Career Opportunity

DIRECTOR OF BUILDINGS & INSPECTIONS

Recruitment services provided by Ralph Andersen & Associates



The Opportunity

Renowned for its All-American charm and outstanding quality of life, the City of Cincinnati is seeking a dynamic and accomplished Director of Buildings and Inspections to join one of the most creative and innovative cities in America. The next Director will assume the leadership of a forward-thinking organization dedicated to providing innovative ideas and vision to help shape the operation for the future. If you want to help bring Cincinnati to the forefront of American cities by promoting best practices in the development, management, and administration of performance improvements at the newly created Department of Buildings and Inspections and help manage this great city's destiny, please apply.

The City of Cincinnati – A Great Place to Live, Work, and Play

Located on the north bank of the Ohio River in Hamilton County, the City of Cincinnati is a major city in the Ohio Valley. Cincinnati, which has a population of approximately 300,000, anchors a metropolitan area with a population of 2.1 million and a land area of 79.54 square miles, is the third largest city in Ohio and the 65th largest city in the United States.

Cincinnati is a unique and special place, with all the benefits of a large city yet the closeness and comforts of a small town. The distinctive housing, unique and walkable neighborhoods, natural beauty, outstanding historic districts and landmarks, exceptional arts and cultural attractions, major league sports, and first-rate higher-education offerings make it a city with a lifestyle that is competitive with some of the largest cities in the country.

In addition to its historic sites, Cincinnati has a variety of attractions driving a tourism industry that offers world-class and unparalleled arts, celebrated institutions, and first-class entertainment and restaurant options. Cincinnati is proud to be the home of the Cincinnati Reds, Cincinnati Bengals, two-time Tony Award winning Playhouse in the Park, one of the top five zoos in the country, world class museums, and a nationally recognized park system.

Cincinnati is home to many major and diverse corporations, such as Procter & Gamble, along with eight other Fortune 500 companies and fifteen Fortune 1000 companies headquartered in Cincinnati area. The region ranks in the nation's Top 10 markets for number of Fortune 500 companies per million residents, higher than New York, Boston, Chicago, or Los Angeles. The largest employer in Cincinnati is the Kroger Company, with 17,000 employees. The University of Cincinnati is the second largest with 15,162.

The City Government

John Cranley was sworn in as Cincinnati's 69th Mayor on December 1, 2013. The Mayor is the official head and representative of a municipal corporation with 6,300 employees and an annual operating budget of approximately \$1.4 billion dollars.

The City Administration

Harry Black was announced as the City Manager for the City of Cincinnati on September 8, 2014, and is responsible for the day-to-day operations of City government.

As the chief administrator for the City and its 6,300 employees, he is committed to building a customer-centric workforce and responsible and effective economic development policies and practices that support the growth of jobs and economic opportunity for all Cincinnatians. He is also committed to building strategic and tactical financial management policies and practices that ensure sustainable fiscal responsibility and vitality.

He is focused on making Cincinnati the safest city in America with the involvement of all of its residents, and ensuring it is the go-to destination for people who want to live, work, and play in Ohio.

The City Manager aims for Cincinnati to become a national model for using performance management best practices and tools and data analytics to make city government more effective and efficient.

Overview of the Position

The Director of Buildings and Inspections is an at-will position reporting to an Assistant City Manager and is responsible for an operational budget of approximately \$8 million and a highly capable staff of almost 100 full-time employees. With responsibility for the Department of Buildings and Inspections, the Director plays a critical role in the City's overall development services operation. The Director of Buildings and Inspections is the City's primary technical expert on building safety and manages the Department's plan review and inspection activities. As such, he/she is responsible and accountable for the quality of services provided by Department of Buildings and Inspections staff. Residents, business owners, architects, contractors, and other professionals routinely interface with Department of Building and Inspections staff and the Director ensures that they receive courteous, accurate, and professional services that are consistent, predictable, and timely. Key operational responsibilities of the Director of Buildings and Inspections include:



Permits & Inspections:

- Oversees building permitting and building inspections function of the City of Cincinnati; and
- Administers and enforces all building, housing, and zoning codes and regulations related to alterations, additions, and new construction.

Property Maintenance & Code Enforcement:

- Administers and enforces all property maintenance and related provisions of housing, building, zoning, and other codes and ordinances within the City of Cincinnati as they relate to the maintenance of existing structures and existing uses of land; and
- Examines buildings to ensure serious safety hazards are corrected and in compliance with building, housing, and zoning codes.

Zoning Administration:

- Oversees the Zoning Administrator function and ensures the efficient administration and enforcement of the City's zoning codes;
- Oversees the Urban Conservator function and ensures the efficient administration and enforcement of the City's historic preservation code and guidelines; and
- Works closely with the City Solicitor to ensure timely processing of administrative appeals to decision making bodies.

The Ideal Candidate

The Department of Buildings and Inspections of the City of Cincinnati is going through a transformative change and needs a progressive and innovative Director to be part of a leadership team spearheading efforts currently underway. The department is in the initial stages of reorganization and is working to establish a framework for a highly effective and collaborative Department of Buildings and Inspections. This highly customer focused department is committed to delivering a one-stop solution for development related activities and seeks a professional that can help them implement this vision.

The ideal Director of Buildings and Inspections will be an entrepreneurial professional that can oversee the Department as a business that strives for efficiency and streamlined operations. The ideal candidate will be a proven leader with the skills to pull together teams and help implement a common vision. The new Director's approach to conflict resolution will be confident and deliberate, yet flexible and unconventional. The ideal candidate will be able to navigate compliance while maintaining a positive relationship with the City's valued customer base. The Department is very cost and service conscious and as a result needs a member of the leadership team that seeks ways to provide and add value while considering the nexus between core values and development fees. This position is an extension of the City and will reflect the same values the City exemplifies, which include innovation, collaboration, civic engagement, deliberate democracy, and a commitment to public service.

The ideal candidate for this position will have strong technical, management, and leadership skills. A good listener, decision maker, and problem solver, the new Director will also be able to inspire those qualities in others. The successful candidate will be able to leave the many customers who interface with Department staff satisfied that their needs have been met to the extent that they can be accommodated within the complex regulatory framework that exists.

Other attributes that are desired include high integrity, a calm professional demeanor, diplomacy in representing the City, being accessible and approachable, technologically savvy, strategic in the management of resources and people, and someone committed to customer service. The new Director will foster a positive and proactive approach throughout the Department in responding to the development community and residents in a timely and predictable fashion. In addition, the new Director will possess outstanding communication skills as well as excellent interpersonal skills – someone who can assess their audience and influence them accordingly. Other key competencies and responsibilities of this position include the ability to:

- Implement and maintain positive employee relations;
- Promote and maintain the highest integrity throughout all personnel;
- Analyze and manage effective EEO/AA programs;
- Manage and direct a comprehensive building permit and inspections program;
- Manage and direct a comprehensive property maintenance and property inspections program;
- Develop and administer departmental goals, objectives, and procedures;
- Interpret and apply applicable federal, state, and local policies, laws, and regulations;
- Analyze and assess programs, policies and operational needs and make appropriate adjustments;
- Identify and respond to sensitive community and organizational issues, concerns, and needs;
- Plan, organize, direct, and coordinate the work of lower-level staff;
- Delegate authority and responsibility;
- Select, supervise, train, and evaluate staff;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Research, analyze, and evaluate new service delivery methods and techniques;
- Prepare clear and concise administrative and financial reports;
- Prepare and administer large and complex budgets;



- Work with diverse groups from the general public, business and industry, and various local government agencies to evaluate methods for solving problems and improving service;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

The Required Qualifications

Education: This position requires a Bachelor's degree from an accredited college or university in Engineering, Architecture, or a closely related field with significant and responsible executive management experience. A Master's degree or other advanced degree is preferred.

Experience: Requires at least five (5) of experience in architecture, engineering, building construction, or a closely related field. This position requires a visionary leader with a minimum of three (3) years of significant and relevant experience in administration, leadership, and management. All candidates will be responsible to appropriately portray career history, accomplishments, and overall match with this executive level position through submitted materials.

License:

- Have the ability to obtain or be a Registered Engineer or Architect in the State of Ohio within six (6) months of starting date; and
- Possess or ability to obtain a Building Official Certification form the Ohio Board of Building Standards for residential and commercial/non-residential purposes within six (6) months of starting date.

The City reserves the right to select any combination of experience, education, and career history that will uphold the ideals and values of this organization and continue to provide the highest level of service to the City of Cincinnati and its citizens.

Compensation

The successful candidate will receive a highly competitive salary with an excellent executive benefit package that considers the candidate's salary history and track record of career success. The City of Cincinnati will negotiate a mutually agreeable employment agreement with the selected candidate. Further details on compensation may be obtained through Ralph Andersen & Associates.

Residency

Residency within the City of Cincinnati is not required.

To Be Considered

Candidates are encouraged to call Robert Burg, Ralph Andersen & Associates, at (916) 630-4900 to schedule a confidential telephone appointment to discuss this career opportunity.

Candidates are encouraged to express interest early in the process for optimal consideration. Review of resumes will begin Friday, July 31, 2015. This recruitment is considered open until filled. **Formal applications may be submitted via email to apply@ralphandersen.com** and should include the following:

- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Six (6) professional references.

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site interview. The selection process may also involve a supplemental questionnaire. References will not be contacted until mutual interest has been established. It is anticipated that the newly selected Director of Buildings and Inspections will join the City of Cincinnati in late September 2015 or a mutually agreeable date.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Ohio. Information submitted for consideration may be made available to the public upon request by interested parties, in accordance with public disclosure/open records laws.

Candidates are encouraged to further research the City of Cincinnati website at www.cincinnati-oh.gov.

