

FSLA:  
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## Essential Job Functions

### Assistant Division Manager – Deputy Director of Building Codes

- Assist with planning, direction, and administering the daily operations of the Department, ensuring the effective and efficient delivery of municipal services.
- Assists with supervision and mentoring subordinate staff. Supervisory and mentoring duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; assisting in selecting new employees;
- Ensures work is complete and accurate; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Administers and enforces compliance with the County's building, plumbing, gas, electrical, mechanical and other regulatory codes and other adopted codes and ordinances; zoning regulations; handicap accessibility requirements, etc.
- Interprets and explains codes, ordinances and regulations to contractors, architects, engineers, property owners, and other interested parties.
- Conducts building plan reviews to determine code compliance.
- Inspects old and dangerous structures for compliance with standard housing code and unsafe building abatement code; condemns structures which jeopardize public health and safety; establishes deadlines for the completion of necessary repairs or demolition; ensures criminal or civil prosecution of property owners who fail to comply.
- Issues certificates of occupancy for residential and commercial buildings when appropriate.
- Issues building permits, temporary power orders, mobile home permits.
- Investigates and responds to complaints related to violations of County ordinances and related codes, ensuring subsequent compliance.
- Attends various County and community meetings as required; attends workshops, training and conferences as appropriate to maintain professional knowledge and skills.
- May become a member of associations, councils, and other professional organizations related to the position.
- Receives, reviews, prepares and/or submits various records and reports including inspection reports, work reports, notices, permits, budget documents, correspondence, etc.
- Operates a computer, typewriter, copier, two-way radio, telephone, adding machine, fax machine, camera, etc.; uses measuring devices and various hand tools.
- Performs related duties as required.
  - Assists Code Enforcement personnel, including testifying in court as necessary.
  - Coordinates follow-up for permit's issuance or denial.
  - Interacts and communicates with customers and city personnel/co-workers including upper management, customers, City Manager, city officials and the general public.
  - Researches, establishes data, compiles metrics, and assimilates information into spreadsheets, charts, diagrams and various other report forms as directed.
  - Properly accounts for and maintains efficient paper and digital filing systems; retrieves files and/or verifies data from files upon request.
  - Answers telephone; provide courteous accurate information to callers and/or forwards calls to the appropriate personnel; takes messages as needed; greets and assists office visitors.
  - Receives and responds to public customer inquiries, requests for assistance, and complaints regarding fees, ordinances, codes, policies, and state law.
  - Participate in the development and implementation of departmental goals and objectives; assist in identifying and implementing opportunities for improving customer service, processes and procedures.
  - Maintains proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.
  - Maintain work areas in a clean, safe and orderly manner.
  - Possess and maintain a South Carolina Drivers' License
  - Performs related work as needed.
  - May be subject to call back during emergency situations.
- Administrative Specialist Essential Functions

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- Provides administrative and clerical support to the Building Official by performing such duties as filing, writing correspondence, data entry, printing/copying, writing reports, scheduling appointments and meetings, etc.
- Prepares, types, processes, copies, files and/or forwards various documents, including work orders, purchase orders, invoices, incident/accident reports, various other reports and correspondence.
- Operates a variety of office equipment such as telephone systems, computer, copier, printer, fax, calculators, smart phones, and other common office equipment utilizing a variety of office supplies. Computers utilize various computer software, hardware, and data processing.
- Answers incoming telephone calls; provides information to customers or other city personnel, receives complaints, requests for assistance as requested and/or forwards calls to appropriate personnel.
- Performs other related duties as assigned.

## Minimum Qualifications, Knowledge, Skills, and Abilities

### Minimum Qualifications:

1. Requires a four-year high school diploma or GED (Associate's/Bachelor's Degree preferred) from a legitimately accredited or recognized college or university in business management, building construction, architectural engineering, or a related discipline supplemented by one to three years of experience in a local or regional government setting. Current commercial building inspector certification through the International Code Council, or be able to obtain at least one certification with the first year of employment.
2. Must be highly motivated, professional, highly organized, and possess the ability to work independently at times.
3. Must be able to coordinate a variety of tasks, establish priorities, and meet reporting deadlines.
4. Possess effective, courteous, and professional customer services skills.
5. Must have excellent public speaking and polished interactive skills with a variety of socioeconomic levels.
6. Must possess and maintain a valid SC driver's license and good/safe driving record.

### Knowledge of:

- Possess good organizational and time management skills.
- Possess the ability to work in a utility service professional oriented office environment requiring excellent interpersonal relationship skills, sound judgment, and effective decision-making skills.
- Advanced office procedures, methods, and equipment, including all aspects of Microsoft based computer and other specialized computer programs.
- Effective methods and techniques for providing excellent customer service.
- Basic accounting and financial management procedures;
- Basic knowledge of standard office procedures of letter writing, filing, and proper telephone etiquette.
- Basic office environment risk management and safety policies.

### Skilled in:

1. Implementing work methods and procedures which promote a safe and efficient working environment.
2. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
3. Providing outstanding customer service (internally and externally).
4. Communicating information to various audiences in person and through other telecommunication/electronic media.

### Ability to:

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1. Work independently with occasional direct supervision.
2. Communicate orally and in writing in a clear and concise manner.
3. Represent the County positively, effectively, and professionally.
4. Establish and maintain effective working relationships with those contacted in the course of work.
5. Maintain confidentiality with regards to customer's personal protected data in accordance with established laws.
6. Maintain and update a variety of files, records, and reports.
7. Identify problems or potential problems and identify potential solutions within the confines of policy.
8. Utilize intellectual skills in making sound judgments and decisions.
9. Work effectively in a variety of stressful situations within a political environment with diplomacy, integrity, and professionalism.
10. Adhere to all ethical standards and expectations, maintain and promote a high level of professionalism through a professional attitude, attire, and appearance and work and function within established personnel and safety rules, standards, policies, and guidelines.

### **Physical Demands of Position**

1. While performing the duties of this position, the employee is frequently required to sit, walk for extended periods of time, drive county owned passenger vehicles, communicate, reach, and manipulate objects, tools, or controls.
2. Duties involve moving materials weighing up to 15 pounds and infrequently weighing up to 45 pounds.
3. Employee is exposed to computer screens, may be required to sit and / or stand for prolonged periods of time, work closely with others, possess finger and manual dexterity to operate a variety of office equipment, and communicate verbally with customers for prolonged periods of time.

### **Working Conditions**

Working conditions include usual office working conditions and conditions associated with providing administrative, clerical, and professional customer service in a municipal multiservice delivery industry. Occasional exposure to outside elements while driving and interacting with local business owners, contractors, etc.

### **Supervisory Exercised**

This position has no supervisory responsibilities.

### **Supervision Received**

Reports to the Director of Building Codes, but is expected to work and cooperate with the public, contractors, architects, business owners, executive staff, various department directors, division managers, and other department and/or county-wide personnel.