

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE: Assistant Building and Safety Administrator  
DEPARTMENT: Community Development  
REPORTS TO: Building and Safety Administrator

CLASS CODE: 0127  
FLSA: E  
DATE: 2/9/2004

**JOB SUMMARY:**

Provides administrative and supervisory work managing the operations of the Building and Safety Division Plan Review and Inspection Sections. Responsible for enforcing building codes and ordinances, assisting with the budget, and directing the operations within the division.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. In the absence, or at the direction of, the Building and Safety Administrator (Building Official), assumes the responsibilities as the Building Official for the City of Salem as stated in the State Building Specialty Codes. Interprets and makes decisions on alternate methods and materials, code language discrepancies, and standard construction practices.
2. Assists the Building Official with responsibilities for the Community Development Board of Appeals.
3. Organizes, coordinates and directs the operations of work within the Plan Review and Inspection Sections and in the absence of, or when requested by the Administrator, the division.
4. Supervises and reviews the activities of personnel and develops work programs for the Plan Review and Inspection Sections directly supervising the supervisors for each Section.
5. Develops employee training programs and monitors employee development.
6. Enforces appropriate municipal codes and ordinances relating to building construction, zoning, licensing, signs, housing safety and permits. Reviews codes and ordinances and makes recommendations for changes.
7. Establishes policies and procedures, objectives, schedules and prioritizes work and tasks for the Plan Review and Inspection Sections and with approval of the Administrator for the division.
8. Assists the Administrator with preparation of the annual budget, maintains budget control, and prepares and administers professional service contracts and Requests for Proposals.
9. Assists customers with questions or concerns and resolves customer conflicts.
10. Participates in State Code development and processes and writes ordinances for City and amendments to codes.

**Important Job Functions**

1. Performs administrative work and completes reports as needed.
2. Administers motivational programs and handles disciplinary actions.
3. Represents the City of Salem at State Legislative hearings, code development hearings and council for State and local boards.
4. Provides support as needed for City Council and administration.
5. Provides professional guidance for local and national professional organizations.
6. Performs other duties as required by the Building and Safety Administrator and Community Development Department Director.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Automobile
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Engineering, Architecture or a related field (graduate degree in management is desirable); and, three (3) to five (5) years of experience in a related field; or, any combination of education, experience and training which provides the required knowledge and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- State of Oregon Building Official Certificate within three months.
- A Level Plans Examiner or Inspector Certification or eligibility to sit for.
- Fire and Life Safety Plans Examiner Certification or eligibility to sit for.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Engineering, construction and management practices and principles
- Oregon building codes and administration
- Government structures and procedures
- Contemporary office practices and procedures and basic office software products
- General accounting and budgeting procedures

**Ability to:**

- Interpret complex building plans and specifications.
- Demonstrate skills in conflict mediation and resolution.
- Analyze and interpret municipal codes.
- Supervise and manage staff.
- Use computers and various software packages.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Maintain required work hours and attendance.
- Establish and maintain excellent customer service and effective working relationships with individuals, coworkers, contractors, architects, other agencies and the public.

**Physically able to:**

- Sit, keyboard, write, hear and speak frequently.
- Stand occasionally for extended periods.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.