



Department of Housing and Community Development

December 1, 2011

NOTIFICATION OF VACANCY

STATE BUILDING CODE ADMINISTRATOR
(Architect/Engineer Manager II)

POSITION #00247

LOCATION:

DHCD
600 E. MAIN ST. STE 300
RICHMOND, VA 23219

HIRING RANGE:

\$82,000 - \$92,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development located downtown in Richmond, VA is seeking an State Building Code Administrator to provide effective leadership, management and communications that mentors and develops a high performance staff within the State Building Codes Office. Duties: provide direction and management of staff and work groups with various boards; provide leadership on building code development/regulatory processes and technical assistance for various building code regulations and programs; implement and operate specialized training for code officials and installers/retailers; participate at the ICC national code development process; promote uniformity of code administration and application statewide; support agency's strategic planning initiatives; develops performance measures and technologies to deliver our core services; manages the monitoring of third party compliance agencies conducting plant and field inspections; conducts research and offers testimony on legislation, regulations technical codes and standards; and provide inspections and plan review services for state agencies and local governments.

QUALIFICATIONS GUIDE:

Comprehensive knowledge and demonstrated ability of building, accessibility, energy and fire model codes and standards, federal laws and regulations for a statewide program. Extensive knowledge of budget and fiscal management, procurement policies and procedures in the public sector; and knowledge and background in performance and quality measurements for operational programs, staff performance and computer systems; and knowledge in strategic planning, working with diverse client groups, boards, legislative bodies and other local, state and national entities. Comprehensive knowledge and demonstrated experience working with professional staff. Demonstrated ability to communicate effectively and make oral presentations; to understand and participate effectively in the code development processes at the state and national levels; to promote and build consensus and teambuilding/multi-tasking and handle sensitive issues; to promote, develop and provide mentoring and professional development of staff; to oversee the development, operation and maintenance of training programs, of inspection, and fact-finding programs; and to conduct research, perform analysis and produce technical and administrative reports, strategic plans and legislative/code change proposals.

Supervisory/managerial experience required. Prefer progressively responsible experience in administration and management of code enforcement related programs at the local, state or national levels, including modular buildings, manufactured housing, and training and certification programs. Preferred graduation from college with bachelor's degree in architecture, fire protection engineering, related engineering, construction management, business or public administration or a Master's Degree in business or public administration or equivalent combination of education and experience will be considered in lieu of a degree. Professional engineer or registered design professional helpful. Completion of a Statement of Economic Interests form will be required each January 15th of each year. Valid driver license and travel required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, DECEMBER 23, 2011, 5:00 p.m. EST

*For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer*

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.