**Town of Auburn**

Position Title: **Director of Development and Inspectional Services**

Department Head - The Department shall be headed by the **Director of Development and Inspectional Services** who shall be appointed by the Town Manager, subject to confirmation by the Board of Selectmen. The Director shall serve at the pleasure of the Town Manager.

The function of the Department of Development and Inspectional Services shall be to manage and operate the economic development and regulatory service functions of the Town and to provide services relating to the state building code, the zoning by-laws, the architectural access code, the state sanitary code, and all other laws, codes and regulations and by-laws relating to health, the environment and human safety.

# Duties and Responsibilities of the Department Director:

## (1) The Director shall have management responsibility and general supervision over the functions, programs, services, operations, activities and facilities of the Department;

# The Director shall perform the following duties and responsibilities:

#### (a) supervise the personnel in the Department and assign tasks and establish priorities, deadlines and work schedules; approve requests for vacation leave and other leave; train employees in the specialized tasks of the Department; evaluate the performance of individual employees in the Department, recommend promotions and honors, and discipline personnel at any level up to and including suspensions for no more than five working days;

# (b) keep the Town Manager informed of the activities and needs of the Department and provide the Town Manager with information developed by the Department which would have a material impact on the financial condition of the Town;

#### (c) coordinate with the Town Manager prior to changing any existing policy or initiating any new program or service within the Department;

# (d)prepare prompt and thorough responses to requests for reports, memoranda, opinions or other documents or actions as may be requested by the Town Manager;

# (e) perform such other tasks and functions as may be requested by the Town Manager

# (f)ensure that all actions of the Department are taken in accordance with all executive orders and administrative directives issued by the Town Manager, the financial procedures established by the Town Manager and the Town Accountant, the Charter*,* the Constitutions and laws of the Commonwealth and the United States of America;

#### (g)have care, custody and control of the property, including real property and personal property, as has been, or may be, allocated under law;

# (h) determine the priorities of the Department and to prepare long-range strategic plans and objectives consistent with the strategic direction of the Town Manager;

# (i) prepare, monitor and administer the budget for the Department, which shall include salary, ordinary maintenance, and capital expenditures, in accordance with the format prescribed and the directives issued by the Town Manager;

# (j) prepare, implement, evaluate and improve Department operations, programs and projects in accordance with the goals and objectives established for the Department by the Town Manager;

# (k) perform related duties as assigned by the Town Manager.

**Qualifications**

Education and Experience:

Bachelor degree in urban planning, building design or construction, public health or public administration or related field; five to seven (5 to 7) years of progressively responsible experience performing above or related duties, at least three (3) years of which must have been in a supervisory capacity; or equivalent combination of education and experience.

Knowledge Ability and Skill:

Ability to communicate effectively, orally and in writing; establish and maintain effective working relationships with local, state and federal officials, employees and the general public; delegate responsibility, motivate and evaluate subordinates.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*