



# DIRECTOR OF CODE ADMINISTRATION

## THE COMMUNITY

The City of Alexandria is located in northern Virginia and is bordered by the District of Columbia (Potomac River), and Arlington and Fairfax counties. With a population of approximately 140,000 and a land area of 15.75 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia. Alexandria is a unique, historic place that is experiencing substantial urban redevelopment pressures and opportunities as a result of a high market demand for urban living in a quality environment. The City is part of a large metropolitan area and the Nation's Capital, yet it has retained its historic character. The City is responsible for 561 lane miles of roads. The City's transit services company, DASH, provides five million passenger trips per year. Alexandria is home to one of the largest percentage of bike commuters in the DC Metropolitan area.

The City is racially and ethnically diverse. Approximately one-quarter of the City's residents are foreign born. Students at the City's single public high school come from 88 different countries, and speak 69 different languages. Overall, African-Americans comprise approximately 22 percent of the residential population, Latinos constitute over 16 percent, and Asians constitute almost 6 percent. Alexandria has one of the highest per

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## THE CITY OF ALEXANDRIA SEEKS A HIGHLY SKILLED CODE PROFESSIONAL WHO IS AN OUTSTANDING LEADER AND COLLABORATOR

### POSITION PROFILE

The Director of the Department of Code Administration provides the overall leadership and strategic direction for the City's land use building code and maintenance code processes. Reporting to a Deputy City Manager, the Director organizes and directs a Department comprised of 54 highly knowledgeable staff persons, many hold high level degrees, multiple trade discipline state and national certifications, and professional designations such as Master Code Professional, Certified Building Official and Certified Maintenance Code Official. The Department also has several registered design professionals.

The Director of the Department of Code Administration functions with considerable independence. The Director has the authority to make determinations regarding building code, maintenance code and multiple City ordinances, and must be thoughtful, judicious, and lead in the development and collaboration of unified recommendations well-reasoned in the exercise of that authority.



The Director must have comprehensive knowledge of professional engineering principles; such as, engineering methods of building construction particularly those related to structural, non-structural and building related trades related to residential and commercial construction; comprehensive knowledge of the principles and practices of construction related code administration including knowledge of local, state, and federal laws applicable to building, plumbing, electrical, and mechanical codes, and the

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## QUESTIONS?

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## THE COMMUNITY, Cont'd.

capita incomes, and one of the highest higher education attainment levels in the United States.

Alexandria was founded almost 50 years before the District of Columbia. The City's Old and Historic District (which is the third oldest historic preservation district in the U.S.) and Parker Gray Historic District are preserved with oversight by architectural review boards, which regulate proposed exterior building changes. Historic landmarks include Robert E. Lee's boyhood home; Christ Church, where famous Virginians worshiped; and Gadsby's Tavern, a favorite meeting place of General Lafayette and President Washington. In addition to its historic sites, Alexandria includes a variety of attractions. One of the metropolitan area's largest concentrations of international restaurants can be found in Old Town. The Torpedo Factory Art Center, located on the City's waterfront, provides an opportunity for the public to meet more than 200 professional artists. The City's Farmers Market, at 261 years old, is the nation's oldest farmers market that has been meeting continuously at the same site, Market Square. The City's Del Ray/Rosemont areas offer beautiful tree-lined streets, eclectic shops, and various annual community events. The City's West End is filled with vibrant neighborhoods and will be the site of a new Landmark Center, which will serve as a major residential, shopping, and dining attraction in the area.

Alexandria is home to over 12,000 thriving businesses and organizations, which includes a large representation of technology companies, the fourth-largest concentration of professional and trade associations in the country, the United States Patent and Trademark Office (USPTO), and a tourism industry that hosts nearly 3.3 million visitors and brings in over \$700 million in visitor spending each year. A new headquarters for the National Science Foundation and its 2,100 employees is currently under construction in Alexandria.

## POSITION PROFILE, Con't.

principles, practices, and techniques of building and construction site inspections; thorough knowledge of the principles, practices and techniques of public administration; knowledge and experience in process reform to streamline permitting; knowledge of the principles and practices of budgetary development and management; some knowledge of zoning principles and practices; ability to develop long-term plans and to evaluate work accomplishments; skill in developing and implementing policies and procedures and ability to plan, direct and coordinate the various aspects of inspection and code administration; ability to establish and maintain harmonious relationships with other employees, contractors, architects, City, State and Federal officials, and the general public; ability to present facts and recommendations effectively in verbal and written form; ability to exercise good judgment in all steps and decisions to be taken by the Department while implementing new procedures and enforcing regulations.

He/she should have a clear and open communication style, excellent listening skills, the ability to negotiate in the public interest and to balance conflicting views. He/she must be a customer focused problem solver. He/she must be capable of handling the pressures of managing the trade-offs in an environment with many competing stakeholders, as well as maintaining responsive permit processing time frames.

The Director of Code Administration will be expected to practice an open, flexible, and adaptive style of management, and work collaboratively with peers as well as the Department's employees to foster a work environment that motivate individuals to excel and to produce results consistent of a high performance organization. This person must be a mentor and a developer of subordinates, sharing information

as appropriate, and managing through others in order to accomplish the Department's and the City's objectives. He/she must be sensitive to continuing to grow the diversity of the Department and its management/administrative ranks. The new Director must be able to build strong working relationships within and across departments, with the City's Management team, the Mayor and Council, the citizens, businesses and the community. In particular, the new Director will be expected to foster an open, communicative relationship.

## TYPICAL DUTIES

The Director of Code Administration must be prepared to carry out the following job duties and task:

- Plans, organizes and directs the administration, interpretations, and enforcement of the Virginia Uniform Statewide Building Code, Building Maintenance Code, as well as all adopted regulatory and City ordinances pertaining to building construction, electrical and plumbing installation, and condemnation and demolition of buildings and structures;
- Coordinates all code administration activities within the Department and with other City agencies to include service improvements and customer advocacy;
- Plans, implements and coordinates multi-departmental strategies to improve customer services as they relate to coordination, process improvement, and construction project completion; includes strategic planning efforts within Code Administration.
- Advises City Council and City Manager on administration and enforcement of associated City ordinances and codes;

- Demonstrates sensitivity in dealing with all aspects of the community in the resolution of complex code enforcement issues;
- Develops and implements training strategies that include customer education, staff development, and achieving and maintaining required certifications;
- Ensures that the City's historic preservation policies and practices are well executed as they apply to the building permit process.
- Makes authoritative and final decisions concerning interpretations and intent of the codes and ordinances as administered in the City; renders decisions in complex and technical cases where disputes have arisen between professional engineers, architects, building owners, contractors and subordinates;
- Prepares departmental budget, implements budget and human resources management activities;
- Provides as-needed technical support to the Planning Commission, Board of Zoning Appeals and Historic District Boards of Architectural Review.



## HIGH-PRIORITY ISSUES

The following is representative of the prime challenges and opportunities the new Director of Code Administration will face in the first 18 months on the job:

- Continued implementation and continuous improvement of the Alexandria Multi-agency Permit Center and related business processes.
- Continuation of high levels of responsive customer service to those seeking City permits.
- Review how "quality of life" inspections and enforcement could be made more effective.
- Implementation of a new land use, permitting and inspection software package that will include electronic plan submission and review.
- Integration and implementation of a recently adopted team plan review concept.
- Manage an enterprise type budget structure including fee adjustments as necessary.

## CANDIDATE PROFILE

The ideal candidate will be an experienced leader that manages, plans, organizes, and directs the activities of a Citywide consolidated code administration program. As the City's Building Official, he/she is responsible for administering a Citywide code inspection program enforcing ordinances and the Virginia Uniform Statewide Building Code, including structural, mechanical, electrical, plumbing, fire protection, fuel gas and basic building features applicable to any structure or building in the City. He/she is responsible for operation and oversight of the multi-agency Permit Center. A significant aspect of the work involves making authoritative decisions concerning administration and interpretation of the code and providing program leadership, management



and direction. The incumbent also administers and coordinates the City's ordinances relating to nuisances, trash disposal, and other general quality of life inspections. The incumbent works with considerable latitude and exercises independent judgment under the general direction of a Deputy City Manager. Work is reviewed for effectiveness in working with various officials, soundness of management practices, timely accomplishment of program objectives and overall effectiveness of the office and its programs. Supervision is exercised over a staff of subordinate supervisors, and professional, technical, and clerical employees.

The Director must be collaborative with the community, other departments and developers when decisions are being formulated and conflict is being resolved, but be committed to making difficult decisions. The selected candidate will need to be skilled in delegating responsibility and in managing through others, in that the sheer volume of work processed mandates that management practice.

He/she will need to be a clear communicator and able to grasp and articulate to different audiences the issues and thinking and community benefits behind proposed plans recommendations. The person hired for this position will need to be courageous and willing to speak their thoughts when the prevailing opinion may be running counter to those thoughts. The successful candidate will need to be committed to a non-traditional work schedule, largely to accommodate evening and occasional weekend meetings.

## EDUCATION & EXPERIENCE

Qualified candidates will have a minimum of five years of progressively responsible managerial experience in professional code administration in the public sector, and graduation from an accredited college or university with a bachelor's degree in engineering, architecture, building construction technology, or public administration, or related field, is required; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Candidates with prior applicable department director, deputy director or division chief experience will be viewed favorably. Candidate should possess certification by the International Code Council as a Certified Building Official and a Certified Maintenance Code Official, or have the ability to obtain certification within one year of appointment.

Certification as a Master Code Professional from the International Code Council is desired.

## COMPENSATION & BENEFITS

The starting salary range will be **\$100,749.64 to \$178,479.77**, depending upon the background and qualifications of the successful candidate. The City of Alexandria has a highly competitive benefits package which includes: annual leave, holidays, and sick leave; a retirement plan; health insurance, dental plan, life insurance, and long-term disability insurance; optional deferred compensation (ICMA); credit union membership; sick leave bank; and an employee assistance program.

## ORGANIZATION

Alexandria has had a strong tradition of self-government since its founding in 1749. It is an independent city (Virginia cities have no county affiliation) and derives its governing authority from a Charter granted by the Virginia General Assembly. Virginia is a Dillon Rule state, which means that local governments have only the authority expressly granted to them by the Virginia Constitution or by the Virginia General Assembly in the City Charter or in general law.

The City adopted the Council-Manager form of government in 1922. The governing body of the City is the City Council, which formulates policies for the administration of the City. The City Council is composed of a Mayor and six Council Members elected at-large, on a partisan basis, for a three-year term (not staggered). The Mayor is chosen on a separate ballot and presides over sessions of the Council. Legislative sessions of the City Council are held on Tuesday evenings twice per month except in July and August. Public hearings, which focus largely on land use and development decisions, are held on one Saturday per month when Council is in session, allowing citizens an opportunity to speak on matters that concern them, especially relating to land use. Civic engagement is highly valued by residents and the City government. In addition, there are 77 City Boards and Commissions with Council-appointed citizen representation. These bodies compose a formal system through which citizens can advise City Council on major issues. Boards and commissions are responsible to City Council, and appointments are made by Council at their regular legislative meetings.

The Alexandria City Council operates under the Virginia Freedom of Information Act, which prohibits closed sessions of the Council except for specific matters regarding personnel, pending litigation and land acquisition. The City is an active participant in regional agencies such as

the Washington Metropolitan Council of Governments and its Transportation Planning Board, the Washington Metropolitan Area Transit Authority, the Northern Virginia Transportation Commission, the Northern Virginia Transportation Authority, the Northern Virginia Regional Commission and the Northern Virginia Regional Park Authority.

The City Council appoints the City Manager who serves as the City's Chief Executive Officer. The City Manager has appointment and removal authority over department heads and other employees of the City. The City Manager is responsible for implementing the policies established by the City Council. The City provides a comprehensive range of municipal services including: land use planning, education, health, welfare, housing and human services programs; public safety and administration of justice; community development, recreation, library, consumer assistance, cultural and historic activities, and transportation and environmental services. The City budget provides for approximately 2,400 full-time employees, excluding school employees. The City of Alexandria's Fiscal Year (FY) 2016 approved All Funds Operating Budget is \$816.3 million. The FY2016-FY2025 approved Capital Improvement Program (CIP) is \$1.6 billion. Approximately 4.6 million square feet of new development projects have applied for land use approvals over the last five years.

The Department of Code Administration manages the Alexandria Permit Center, a multi-agency customer-focused center for citizens, businesses, contractors, and visitors to obtain construction related permits at one central location. The permit center includes staff members from the Alexandria Departments of Code Administration, Finance, Planning & Zoning, and Transportation & Environmental Services as well



as Small Business and Residential Facilitators to assist homeowners and small businesses through the construction permitting process. The Department has an All Funds annual operating budget of \$10.5 million dollars, a majority funded through a Code Special Revenue Fund generated by permit center enterprise fund revenues making it the only self-funded department within the City. The Code Special Revenue Fund finances 11 other positions outside of Code and will fully fund a new permit processing system costing an estimated \$4.5 million dollars.

The Department has five programs areas: **Permitting Program** which, with the Permitting Center, issues approximately 14,000 building permits a year; **Plan Review Services Program** which reviews over 250 plans per week; **New Construction Program** which completes more than 30,000 inspections a year; **Property Maintenance and Nuisance Program** which conducted over 8,500 inspection activities to minimize City Property maintenance code violations, and Administrative Support Program.

## APPLICATION & SELECTION PROCESS

Interested and qualified candidates, please submit your resume online at <http://alexandriava.gov/Jobs>.

**This position is open until filled; however, interested applicants are strongly encouraged to apply not later than July 24, 2015.** Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews in the City of Alexandria will be offered by the City Manager in **August 2015** to those candidates named as finalists.

For more information, please contact:  
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The finalist will be subject to a thorough background check after receiving a conditional offer of employment.

