



The City of Portland, Maine

is currently seeking applicants

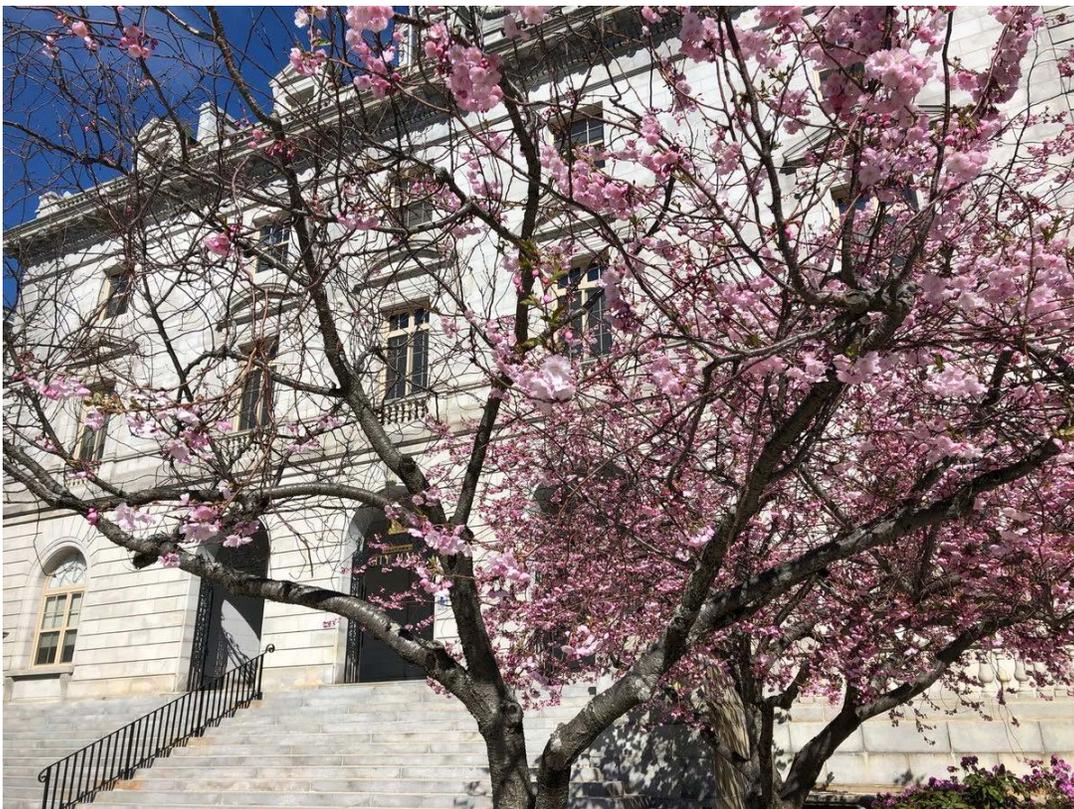
for the position of

Director of Permitting & Inspections

Applications will be accepted until

September 6, 2019

www.portlandmaine.gov/jobs





THE COMMUNITY

Located in the scenic Northeast, the City of Portland is the population, financial, and cultural center of the State of Maine. With a population of 67,000 residents (evenings), 150,000 (daytime) Portland is perched on a peninsula that juts out onto an island-studded Casco Bay. Portland is a progressive, lively city incorporating the character of yesteryear into a modern urban environment. Historic architecture blends with new; a working waterfront borders cobblestone streets of the Old Port; and a vibrant arts district is pebbled with five-star gourmet restaurants.



Portland is truly the gem of New England, which is why it was named the #1 place in the country to raise children, the top green city of its size, and one of the ten great adventure towns by National Geographic. Even Frommer's Travel Guide agrees, naming Portland among the top twelve surprising, thriving and emerging world destinations. More than 2 million people visit the city annually.

Portland's miles of trails, parks, and beaches are just a few reasons why people come to live and work in the city. The city offers world class events at Merrill Auditorium, an AA league professional baseball team, a minor league hockey team, NBA G-League basketball team, and year round entertainment. Within just a few miles of Portland's borders are ski resorts, lakes, mountains,



and access to virtually any outdoor activity you can imagine.

Portland is home to the University of Southern Maine, the University of New England, the Muskie School of Public Policy and the University of Maine Law School. The Southern Maine Community College System is just a short drive across the Casco Bay Bridge.

Portland is a city of neighborhoods diverse in character and design, offering a broad spectrum of housing choices for residents from dense urban neighborhoods to island communities. While it is the largest city in Maine with a metro population of 230,000, Portland still maintains its small-town feel with a strong sense of community and neighborhood support.

THE CITY OF PORTLAND GOVERNMENT

The City of Portland operates under a Council-Manager form of government with a nine member City Council. Each of the city's five voting districts elects one Council member, with an elected Mayor and three at-large members elected by the entire city. The Mayor is elected for a four-year term and Councilors are elected for three-year staggered terms. The City Council provides community leadership and develops policies to guide the city by setting strategic goals, passing ordinances, adopting resolutions, and appointing the City Manager, Corporation Counsel and City Clerk.

The City Manager oversees the day-to-day operations of the City. He is the administrative head of the City and is responsible to the City Council



for the administration of all departments including the Permitting & Inspections Department. The City Manager prepares the annual budget and presents it

to the City Council for approval. In addition, the City Manager directly oversees the City's Economic Development Office, waterfront policy, island and community outreach, communications, and emergency operations. Other departments reporting to the City Manager include Finance, Human Resources, IT, Public Works, Police, and the Portland Jetport. The Assistant City Manager directly oversees the City's Permitting & Inspections Department, along with the departments of Health & Human Services, Fire, Planning & Urban Development, Parks, Recreation & Facilities, and the Assessor's Office.

The City of Portland is widely recognized as a well-managed, full-service municipality providing valued services to its residents. For fiscal year 2020, the City Council approved a budget of \$263 million with total full-time equivalent of 1395 positions.

THE POSITION

The Director of Permitting & Inspections provides overall direction of the Permitting & Inspections Department, overseeing a staff of professional, technical, and support personnel who are engaged in activities related to the growth, development, and re-development of the City. The Director oversees all areas of the department, which includes the functions of permitting, zoning, plan review, inspections, business licensing, and housing safety.

As the Permitting & Inspections Director, work involves responsibility for planning, organizing, setting objectives, formulating policy, and directing and evaluating the activities of the Department. The fiscal year 2020 budget for the Permitting & Inspections Department totals \$1,848,559 with a total FTE of 29. The position requires seasoned judgment in the proper allocation of Department resources and involves extensive public contact.

Expectations of the position include:

As a member of the executive team, participates in the collective responsibility for the success of the entire city organization.

The Director of Permitting & Inspections participates in the full range of supervisory and managerial

activities with respect to the department, including, for example:

1. Overseeing and coordinating strategic planning efforts of the department.
2. Working with the department to create and monitor accomplishment of departmental goals.
3. Evaluating on an ongoing basis the department's attainment of agreed-upon goals.
4. Assuring that the department delivers high quality service within established budget parameters.
5. Assuring that the department effectively analyzes and manages their financial performance.
6. Managing the department's personnel, including:
 - Evaluating performance
 - Rewarding positive performance and remediating poor performance
 - Training and developing people
 - Creating and fostering a culture that values innovation and best practices
 - Creating a culture of accountability
 - Creating and promoting a culture of customer service
 - Creating a diverse and multiculturally competent workforce
7. Sharing, with other Department Directors, liaison responsibility with the City Council and Council committees.
8. Assuring interdepartmental cooperation and collaboration.

Serves as Project Manager on important City initiatives under the Permitting & Inspections Department as assigned by the Assistant City Manager.

Prepares reports and recommendations as directed by the Assistant City Manager.

Reviews and prepares items for City Council agendas and workshops.

Responds to complaints and requests for service submitted by City Council and residents.

Assists in preparation of the City Manager's proposed budget and capital improvement program to City Council.

Represents the City of Portland and City Manager in all areas related to the Permitting & Inspections Department.

Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with a major in an appropriate area supplemented by a master's degree in a related field preferred; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Minimum of ten (10) years of progressively more responsible work experience in the areas of municipal permitting, licensing and building inspections, or other closely related field, including at least five (5) years in a senior management role.

Experience with researching and implementing best practices in municipal government with a focus on innovation and customer service.

Experience developing and implementing strategic planning objectives.

Thorough knowledge of the basic principles of organization, operations analysis, and human resources with demonstrated financial acumen and extensive financial management and analysis experience.

Considerable knowledge of the various ordinances, codes and regulations pertaining to permitting, licensing and inspections.

Ability to direct and coordinate the work of staff and to make full utilization of staff resources, particularly setting clear expectations and implementing ongoing evaluative processes.

Proven ability to present facts and express ideas effectively, both orally and in writing.

Excellent problem-solving, facilitation and conflict resolution skills.

Previous experience in working with labor unions preferred.

Ability to establish and maintain effective working relationships with Department Directors, City Councilors, departmental personnel, community and business organizations, labor unions, the general public, and representatives of other levels of government.

Ability to work effectively with a diverse population.

Excellent organizational and communication skills, with strong computer skills.

THE IDEAL CANDIDATE

- Possesses thorough knowledge of modern developments in the field of permitting and inspections, including licensing, zoning and plan review.
- Would be excited about leading the City's efforts on the continued development of a one-stop permitting, licensing and inspections department.
- Thrives on challenges. Shows enthusiasm and a positive attitude toward the community they serve.
- Brings a high degree of professionalism, proven leadership abilities, and can motivate and manage people and projects with limited resources.
- Is well experienced in change management, with an emphasis on process development and evaluation as it relates to customer service.
- Works as part of an interactive team with other city departments and seeks collaboration with others to achieve group goals.
- Has ability to manage all aspects of municipal budgets and seek additional resources.
- Is skilled in mentoring and developing staff.
- Holds self and others accountable for actions.
- Is able to negotiate with a wide variety of people both within and outside the organization to achieve consensus on a proposed action.

- Is able to establish and maintain personal and professional relationships while building confidence and trust with others.
- Listens attentively with an open mind to ideas expressed by others.
- Possesses the highest degree of integrity, honesty, and fairness.
- Remains calm when questioned or criticized; handles stressful situations effectively.
- Is an effective and articulate communicator, both internal with coworkers and staff as well as with the public.
- Critically evaluates information to support a proposed course of action and resolves conflict.
- Makes commitments and follows through, deals openly, honestly and directly with others in a constructive manner.

COMPENSATION & BENEFITS

Salary: The City of Portland offers a competitive salary and excellent employee benefits. The salary range for the position is \$109,707 - \$131,001/year. More information on our benefits can be found here: www.portlandmaine.gov/Benefits

APPLICATION PROCESS

The City of Portland is strongly committed to diversity in its workforce. We are an Affirmative Action/Equal Employment Opportunity Employer. Candidates wishing to apply may submit a cover letter, resume and Voluntary Self Identification Form (form found at www.portlandmaine.gov/DocumentCenter/View/1119) **by September 6, 2019** to:

Kathleen Vosmus
 Human Resources
 City of Portland
 389 Congress St., Rm 115
 Portland, Maine 04101
 Telephone (207) 874-8624
 Fax (207) 874-8937
 TTY (207) 874-8936
 Email: jobs@portlandmaine.gov
 Website: www.portlandmaine.gov/Jobs



The City will review and evaluate all application materials submitted and invite the most qualified candidates to participate in the interview process. The final candidate must successfully complete a background check.

MORE INFORMATION ABOUT LIVING AND WORKING IN PORTLAND, MAINE

Please view our YouTube video here: <https://www.youtube.com/watch?v=45Dr9wwWlhY>

Live & Work in Maine has more information about living and working in Maine:

<https://www.liveandworkinmaine.com/maines-regions/greater-portland-casco-bay/>



Much more information about the City of Portland and all the services we provide can be found on our website at: <https://www.portlandmaine.gov>

For any questions, please email Kathleen Vosmus, Human Resources Assistant at kbv@portlandmaine.gov.