



RECRUITMENT PROFILE

BUILDING OFFICIAL AND ZONING ADMINISTRATOR

CITY OF MONROE, MICHIGAN

This Recruitment Profile provides background information on the community and City of Monroe and outlines factors of qualification and experience identified as desirable for candidates for the Building Official and Zoning Administrator

This Profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

All inquiries relating to the recruitment and selection process for the Building Official and Zoning Administrator position are to be directed to the attention of:

Peggy Howard
Human Resources Director
120 E. First St.
Monroe, Michigan 48161
TEL: 734-384-9173
FAX: 734-243-8683
Email: peggy.howard@monroemi.gov

COMMUNITY BACKGROUND

Founded in 1785 and the site of a War of 1812 River Raisin National Battlefield Park, Monroe is a community that has a shared vision that seeks to balance the opportunities of economic development with the stewardship that is required for historic preservation. Monroe is also Michigan's third oldest community. With a population of over 22,000, Monroe is located about 17-miles north of Toledo, Ohio and about 35-miles south of Detroit. The City of Monroe was incorporated in 1817 and is also the county seat of Monroe County.

Monroe's location on the west shore of Lake Erie and its River Raisin made it a natural crossroads for food and transportation that attracted the Potawatomi Tribe of Indians who first lived here. Later, French missionaries, fur trappers, and settlers came for the same reasons.

Residents and visitors today continue to find Monroe to be a welcoming crossroads of historic and natural treasures. The City is home to the newly established River Raisin National Battlefield, a unit of the National Parks Service. Monroe's natural environment is showcased and preserved by having the 260-acre Eagle Island Marsh unit of the Detroit River International Wildlife Refuge located in it. And the inland sea of Lake Erie offers boating, swimming, camping, wetlands exploration, hiking, and fishing, at the 1,300-acre Sterling State Park on the shores of Lake Erie.

Along with an array of quality public and private elementary and secondary school choices, Monroe is home to Monroe County Community College (MCCC). MCCC offers career focused training and job retraining programs to the community. With an enrollment of over 4,500 students, this accredited two year school is a strong asset

servicing the educational needs of both local residents and businesses. Monroe is also located within close driving distance of some of the premier educational facilities in the United States. Bordering counties are home to two medical schools, two engineering schools, three schools of education, and two major law schools.

Monroe is a City of neighborhoods with a variety of housing choices ranging from historic and Victorian, downtown lofts, contemporary-suburban and neo-traditional. Walkable Communities founder Dan Burden called Monroe one of America's top-100 walkable communities. Recognized as a National Arbor Day Foundation Tree-City USA community for several years, Monroe also maintains an extensive park and trails system comprising over 500 acres.

Monroe is a popular destination for jazz, theater, and community events. The River Raisin Jazz Festival, held in August, is a world class event attracting thousands of visitors for its regional and even nationally prominent Grammy Award winning artists. Monroe is also home to performance arts including venues such as the River Raisin Center for the Arts, a performance and educational center that features new and exciting artists and performances from the region and around the country. The center is home to resident ballet, fiddle, and dance companies who perform nationwide; as well as a performing arts school.

The La-Z-Boy Center Meyer Theater at Monroe County Community College is a performance theater, convention center, and lecture hall. As a theater, the center features productions by the college's drama department and hosts regional and national performers. For those interested in the bigger-city lights, cultural offerings in Detroit, Ann Arbor and Toledo are all within a 30-60 minute drive.

The City is host to a variety of businesses and institutions and traditions. La-Z-Boy and Monroe Shock Absorber Corporations were both founded in Monroe. The City is the location of most Monroe County facilities and employees. Monroe also boasts an active and historical downtown. General George A. Custer was a resident of Monroe and his Wife Libby was born and raised in the City.

CITY GOVERNMENT

The City operates under the Council-Manager form of government. The Mayor and City Council form the governing body of the City -- enacting ordinances, levying taxes, and setting policy for the City. The Mayor is elected at large for a two-year term (current term expires in January, 2014). The City Council, each from one of six precincts is elected at large for two-year concurrent terms. The current Mayor has over 20 years of previous service on

the City Council. The City has a strong financial history and stable reputation and was recently given an A+ rating by S & P rating services

The City Manager is the Chief Administrative Officer of the City and responsible for the management and operations of the City under policy direction and overview of the Mayor and Council. The current City Manager was appointed in 2006 and has been a Manager for 20 years of a 30 year local-government career. As part of an organization-wide initiative to establish better inter-departmental collaboration and efficiencies, the Departments of Planning, Building and Recreation were teamed within the Economic and Community Development Division. Within this structure, the Building Official and Zoning Administrator reports to the Director of Economic and Community Development, while enjoying a high degree of independent authority to carry out day-to-day operations.

Monroe City Councils have a long history of commitment to providing effective urban services with an emphasis on building and property maintenance code compliance. Monroe maintained a full-time Building Department throughout the recent recession and continues to promote strong building safety and inspection programs. The recent shift to a more collaborative approach allows related Departments to share resources and work together on projects to shepherd them from inception to completion.

THE BUILDING DEPARTMENT

The City of Monroe Building Department currently employs a Building Official/Zoning Administrator, two full-time construction code inspectors, one property maintenance inspector, one office clerk and the city hall custodian. Building Department staff is responsible for construction, zoning and property maintenance code compliance and rental-housing ordinance compliance. Members of the Department provide professional staff support for the Zoning Board of Appeals and Construction Board of Appeals. Staff from this department also provides oversight for City Hall building and grounds maintenance.

Building Department Goals

(not in order of priority)

- Protect the health and safety of the public, employees, and prospective building owners in the City through building and property maintenance code compliance.
 - Commit to providing timely, responsive, and responsible code administration.
 - Review and approve building and trade permit applications in a timely manner.
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- Maintain a customer friendly environment by ensuring that citizen inquiries and requests are dealt with expeditiously and in a courteous manner.
- Be viewed as resource in the community by providing public information about code compliance requirements.
- Maintain a highly skilled and professional inspection staff through continuing education and innovation.
- Proactively address building and property maintenance code compliance issues in order to maintain and improve property values.
- Provide professional assistance to other City departments and divisions for planning, grants, capital improvement plan development and other needs.
- Be recognized for leadership in introducing and helping implement innovative and leading edge initiatives.

BUILDING OFFICIAL AND ZONING ADMINISTRATOR QUALIFICATION CRITERIA

The following factors of education, experience, management style, and personal traits are considered important and desirable qualification criteria for Monroe’s next Building Official and Zoning Administrator. The annual salary range for the position will be **\$58,425 to \$66,700**, negotiable dependent upon experience and qualifications. The City offers a comprehensive benefits package including health, dental, and life insurance, hybrid defined benefit/contribution retirement plan, short/long-term disability, and paid vacation, sick and personal leave time. Residency within 20 miles of the City of Monroe is required, within 6-months of appointment. Residency within the City of Monroe is strongly encouraged.

Education and Experience

A high school diploma and advanced certification(s) or licensing in construction management, architecture, skilled trades or related technical fields are required; an Associate’s Degree or higher is strongly preferred.

A minimum of five (5) years of experience in the building or skilled trades, architecture, or as an inspector/official with building code compliance and inspection responsibilities.

Possession of Building Official registration (or the ability to obtain provisional registration) with the State of Michigan Bureau of Construction Codes.

A record of continuing professional education and training to keep up to date with current practices, programs and technologies of building construction and code compliance.

Extensive knowledge of, and experience in, contemporary construction practices and building codes.

Have knowledge and experience with land use planning and zoning theory and practice.

Possess experience in contract administration for consultants, construction contractors and other vendors.

The ability to plan, organize, direct, coordinate, and evaluate work of employees; and be able to effectively organize and allocate resources to manage workloads and meet established time schedules.

Have knowledge of personnel and employee relations principles and practices, and have a positive record of interacting with and supervising employees and personnel.

Familiarity and competency with computer technology and database software, and its application in a building department.

Have the ability to look at the “big picture” of Community Development and the Building Department’s inter-relation with other City services and other departments.

Experience in developing goals and objectives, which anticipate future opportunities, issues and concerns, and assisting in development of annual and longer-range plans.

Personal Traits/Management Style

Possess honesty and complete integrity and a high sense of personal and professional ethics.

Be easily approachable and accessible, be a good listener, and follow an “open door” policy.

Relate effectively with all persons, and willingness to respond to City employees, contractors, and citizen inquiries, questions and concerns personally.

Follow an energetic, outgoing, open, supportive, and innovative personal style, as well as being an independent thinker with vision and creativity.

Have a high “service orientation” and commitment to providing timely, responsive, and responsible building code administration.

Have demonstrated oral and written communication skills and the ability to communicate in an open, straightforward, and positive manner with staff, contractors, employees and members of the community.

Encourage and provide regular training and development for Department staff, in various aspects of code compliance and property maintenance responsibilities.

Believe in and practice “team management”, actively encouraging staff to participate in the identification and resolution of organizational and operational concerns, as well as requiring high standards of performance, productivity and accountability for staff work.

Maintain a strong, service-oriented, customer relations approach by municipal employees, ensuring that citizen inquiries and requests are dealt with expeditiously and in a courteous manner.

Be capable of developing, motivating, and retaining highly qualified professional staff and employee workforce.

Possess the ability to manage multiple high-priority projects simultaneously.

Be free of bias in any action involving race, sex, ethnic, disability, or socio-economic background and be committed to equal opportunity employment.

Have an appreciation of the values and positive characteristics and quality of life aspects of small cities.

ON-LINE INFORMATION AND RESOURCES

City Website- <http://www.ci.monroe.mi.us/>

Downtown Monroe-
<http://www.downtownmonroemi.com/>

River Raisin National Battlefield-
<http://www.nps.gov/rira/index.htm>

Sterling State Park-
<http://www.michigandnr.com/parksandtrails/Details.aspx?id=497&type=SPRK>

Monroe County Community College-
<http://www.monroecc.edu/>

Monroe County Tourism Bureau (Jazz Festival)-
<http://www.monroinfo.com/>

Michigan Bureau of Construction Codes-
<http://www.michigan.gov/bcc>

PROFESSIONAL ANNOUNCEMENT

The following or similar text has been released for insertion in professional and other appropriate publications:

**BUILDING OFFICIAL AND
ZONING ADMINISTRATOR
CITY OF MONROE, MICHIGAN**

The City of Monroe (pop. 22,076) is seeking a Building Official and Zoning Administrator to lead its established Building Department. The salary range is \$58,425 to \$66,700, DOQ. Reports to the Director of Economic and Community Development, with a high degree of independent authority. Ideal candidate will possess management experience and demonstrated leadership ability, be customer service oriented, and have a track record of efficient program management. Minimum qualifications include advanced certification(s) or licensing and a minimum of five (5) years applicable experience in the construction or skilled trades, or as an inspector/official with code compliance responsibilities, and possession or ability to obtain building official registration with the State of Michigan. See <http://www.ci.monroe.mi.us/> for additional details. Send resume and letter of interest to: City of Monroe, Human Resource Director, 120 E. First St., Monroe, MI, 48161. EOE