



SHAKER HEIGHTS

CITY OF SHAKER HEIGHTS BUILDING DEPARTMENT MANAGER

Job Description: The City of Shaker Heights, Ohio, a first-ring suburb of the City of Cleveland is seeking a Manager to oversee its Building Department. The Department reviews plans and issues permits for new commercial and residential construction and building alterations, issues commercial certificates of occupancy permits and inspects construction, building alterations and commercial tenants. The department staff includes a Certified Building Official; 2 administrative specialists, and contracted building inspection services. The Department Manager is a member of the City's Management Team and will assist in business process analysis of the Building Department and other City inspections and permitting processes. The Manager will report to the City's Chief Administrative Officer and work with cross-departmental teams to implement technology-driven process improvements.

Qualifications: Bachelor's degree in architecture, engineering, urban planning, public administration or related field; experience in building and residential code enforcement and inspections; 5+ years of supervisory experience; experience in business process analysis and improvement; knowledge of cutting edge technologies and advances in software applications for government.

Starting Salary: To low \$80's

In order to be considered please submit a resume and a cover letter explaining how you meet the qualifications listed.

Send resume and cover letter to:
City of Shaker Heights
Human Resources Department
3400 Lee Road
Shaker Heights, OH 44120
E-mail: human.resources@shakeronline.com

Equal Opportunity Employer