



Building Official

Salary Range: \$8,385 – \$10,202 per mo.

Excellent Benefits including health, dental, vision, HSA, PERS and cell phone allowance

Applications must be received no later than October 13, 2024



THE COMMUNITY

Coined by a former Mayor as, “The second largest Dallas in the world” we are proud of our small town charm while also providing top-notch services to our growing community. Nestled up against the Oregon Coast Range Mountains, we are a short 12-miles from Salem, the state’s capital city. Our residents enjoy tremendous parks, indoor and outdoor recreational opportunities, and the quintessential historic downtown with a courthouse square surrounded by shops and restaurants.

The community is home to West Valley Hospital and many other healthcare professionals. Public and Charter schools at every grade level are available in Dallas, including a satellite campus of Chemeketa Community College.

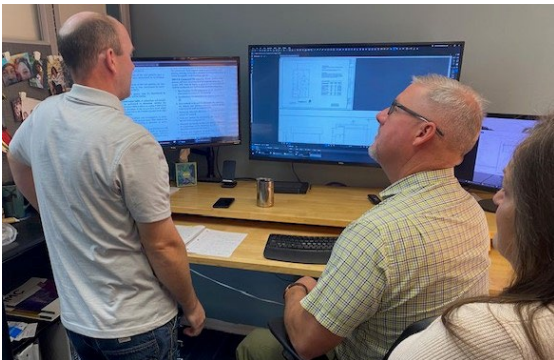
Dallas is a rapidly growing community with many diverse and complex residential and commercial building projects.

Read more about our [history and attractions](#).

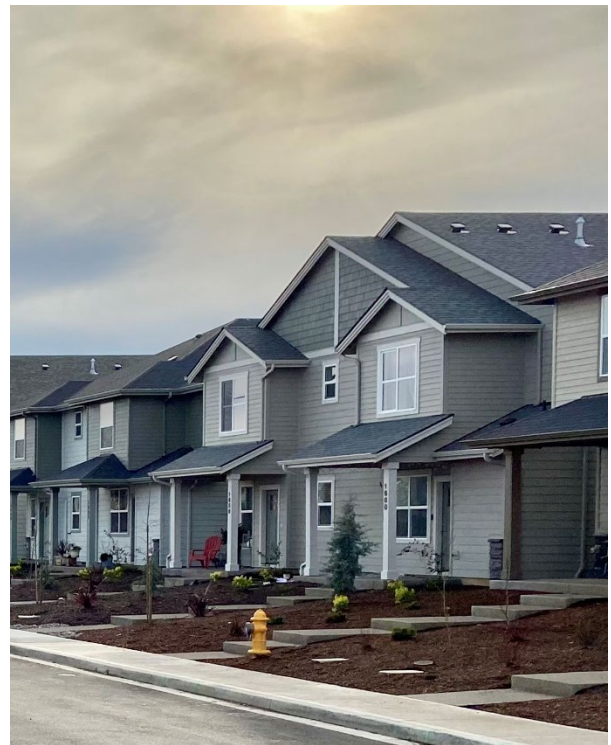
THE ORGANIZATION

The City operates under a Council-Manager form of government. We provide Economic and Community Development, Fire & EMS, Police, Library, Parks & Recreation, Utilities (water, sewer, storm and street), Finance, Municipal Court and Administration services. Our employees are service-oriented and strive to facilitate the wants and needs of our customers. We embrace our core values of *Transparent, Accessible, Fair and Honest Government; Diverse and Humane Organization; Public Service; Fiscal Responsibility; Personal Honesty and Integrity; Excellence; and Teamwork*.

Click here to read more about our [vision and values](#).



We are a welcoming, safe and livable community dedicated to people and business.



THE DEPARTMENT

The Economic & Community Development Department encompasses a variety of areas, including [Economic Development](#), [Urban Renewal](#), [Planning](#), [Building](#), [Historic Preservation](#), and [Code Services](#).

The Building Division enjoys a stable budget, with sufficient reserves to withstand a short-term slowdown in building activity. We are anticipating a large number of upcoming projects with a commercial focus that will keep our department very busy.

The Building Inspection Division is part of a tight knit, highly collaborative and supportive department. We focus our efforts on exceptional customer service, helping our developers, businesses and residents solve problems and get to a YES. We like to think of ourselves as facilitators rather than regulators. It is our collective responsibility to ensure the community grows in a positive, safe, and orderly manner.

The division works closely with other City departments for projects throughout the City including pre-application conferences and development review. We also work with the Polk County Building Division, who currently performs all electrical inspections in the City.

THE POSITION & IDEAL CANDIDATE

As the Building Official, you will administer the City's Building Division program, supervise division personnel involved in building inspection and planning, and make final interpretations of the Oregon Specialty Codes, other applicable state codes, and City ordinances related to building division activities. The Building Official also coordinates building permit and plan review processes within and between city departments and is the certified designee for the city as it relates to State of Oregon requirements for building program assumption.

You will report to the Economic and Community Development Director and exercise supervision over all Building and Planning division employees.

Our ideal candidate will be people focused and able to continue the good relationships we have with area builders. They will be an excellent communicator, both verbally and in writing. Our new building official will use a practical approach to regulations and assist residents and builders in finding solutions to their building and planning concerns. They will have the confidence to use the discretionary authority inherent in this position. Since our new building official will be taking the helm of a very busy department, they must be able to thrive in a fast-paced environment. They will build consensus and



support a strong and cohesive team environment. Our ideal candidate will embrace the role of a leader in the community and enjoy the challenge of engaging the community members. They will be responsible for the division budget, maintaining accurate records and producing professional reports.

For details about the essential functions, minimum, and special qualifications, click [here](#).

SELECTION GUIDELINES

After receiving your formal application, we will review your education and experience. That will be followed by an oral interview, additional job related tests or tasks, reference check, and criminal history background check, depending on your successful completion for each step. Top candidates may participate in an open house to meet the community.

To apply, submit an application online at <https://www.governmentjobs.com/careers/dallasor>.



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