

NEW CASTLE COUNTY GOVERNMENT

Number 0664

Page 1 of 2

Date 11/01/03

CLASS SPECIFICATION

Title: LICENSING MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Directs and manages the technical and administrative activities of the licensing division functions of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for overseeing all activities in the licensing division, including plan review, processing of building permit applications, site inspection and code enforcement, and issuing of licenses. This employee manages activities which relate to subdivisions, land development record plans, sediment and storm water plans, drainage, grading, flood plain activity, borrow pit licensing, and the entire site inspection activity. The work involves the application of technical and managerial knowledge and skills to matters in these areas. Responsibilities include the direction and coordination of the activities of subordinate professional, technical, and clerical staff. Assignments are broad in scope and the exercise of independent judgment is required. This employee works under the general administrative supervision of the Land Use Department General Manager.

EXAMPLES OF WORK: (Illustrative only)

- Manages and supervises the review of subdivisions and land development engineering plans, drainage, storm water management, grading, and sediment and erosion control plans;
- Directs, manages, and supervises all of the activities of personnel engaged in plan review, site-related plan review and inspection, code enforcement, and processing of permit and license applications;
- Supervises the technical review of all applications to develop in the flood plain and prepares departmental recommendations;
- Develops operating policies and procedures;
- Interprets County building codes;
- Approves modifications to building code requirements;
- Reviews and assigns complaints regarding building codes;
- Prepares and administers the budget and controls and oversees expenditures;
- Resolves difficult code enforcement questions;
- Prepares various technical and statistical reports;
- Interacts with the public and the contracting community on issues relating to development and licensing matters;

NEW CASTLE COUNTY GOVERNMENT

Number 0664

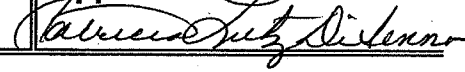
CLASS SPECIFICATION

Page 2 of 2

Date 11/01/03

Title: LICENSING MANAGER

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of civil engineering as applied to the development and licensing of commercial, residential, or industrial construction projects; good knowledge of building codes and accepted construction practices; knowledge of basic budgeting procedures; ability to plan projects, prepare cost estimates, and specifications; ability to plan, supervise, and direct the work of professional, technical, and support staff; ability to make difficult computations and to make comprehensive recommendations on engineering problems; ability to establish and maintain effective working relationships with the public, the contracting community and others; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years professional civil engineering experience at the management level and possession of a Bachelor's Degree from an accredited college or university with major course work in engineering; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established: 09/19/95
Revised: 07/01/97
Revised: 07/01/98
Revised: 09/01/99
Revised: 11/01/03