



# Brooklyn Park

## Building Official

### POSITION PROFILE

The Building Official is an important member of the Community Development Department's leadership team. This position offers an engaged and talented individual the opportunity to lead the city's Building Inspection Division to carry out the provisions of the State Building Code, and other strategic projects and initiatives.

### Job Overview

The Building Official position leads and manages the work of the building team in the Community Development Department. The team includes building inspectors, commercial plans examiners, and program assistants that process building permits. The Building Official position is mandated by the State of Minnesota per [Statute 326B.133](#) and governs the design, construction, alteration, demolition, repair, and inspection of buildings and structures to ensure ordinances, state codes and regulations related to building, plumbing, mechanical, fire and health standards are met. This person is the final authority for the administration and interpretation of code provisions relating to construction and development within the City.

### Primary Duties

- Manage the building inspections and plan review program functions including all administrative, personnel and enforcement functions to carry out the provisions of the State Building Code.
- Establish and implement division policies and procedures.
- Manage and coordinate the permit / development review process.
- Support staff collaboration, manage workloads, facilitate staff meetings, conduct performance evaluations, and provide employee training.
- Provide budget information related to staffing requirements, resources needed, permit activity, future division goals and objectives.
- Prepare reports for internal and external stakeholders
- Advance projects that improve the use of technology and customer experience (electronic plan review and advancing online permits).
- Participate in professional organizations, committees and boards for code development and city representation.
- Develop and maintain records management systems in coordination with records retention statutes.

## Brooklyn Park: The Community

If you don't know much about our community you will definitely be impressed:

- We're the sixth largest city in Minnesota and the fourth largest in the Twin Cities metropolitan area.
- We are unique in that 51 percent of our residents are people of color and, along with a neighboring city, have the most Liberians in the world (outside of Liberia)!
- We are home to many Fortune 500 companies - the Target Corporation houses their northern corporate campus here; Olympus, Takeda and Tesla have built facilities here, while companies like Medtronic have been here for years.
- We have housing stock that ranges from the starter home to the million-dollar mansion.
- Every home is located six blocks from a park.
- And the best part? In a recent city survey, 91 percent of our residents say they love it here!
- For information on Brooklyn Park 2025, visit: [www.brooklynpark.org/brooklyn-park-2025/](http://www.brooklynpark.org/brooklyn-park-2025/)
- For more information on our values, visit: <https://www.brooklynpark.org/about-brooklyn-park/>

## Team Brooklyn Park

The City is made up of seven departments that include Administration, Community Development, Fire, Finance, Operations and Maintenance (Public Works), Police and Recreation & Parks.

We have 400 employees who believe in teamwork, respect, integrity and professionalism and people. From the City Manager to our teen recreational workers, we work hard to achieve our mission of being a *thriving community, inspiring pride where opportunities exist for all.*

**City of Brooklyn  
Park 5200 85th  
Avenue North  
Brooklyn Park, MN**

**Brooklyn Park** 

Unique. United. Undiscovered.

## Become Part of the Team

### Position Qualifications Include:

#### Education

- Bachelor's degree in architecture, business, construction management, public administration, or related field.

#### Experience

- Five (5) years of administrative and management experience in building code enforcement

**OR**

#### Equivalency

- An equivalent combination of education and experience closely related to the duties of the position MAY be considered. (e.g., 2-year related associate's degree and 7 years of building code experience)

#### Licenses/Certifications

- Certified State of Minnesota Building Official
- International Code Council of Certified Plans Examiner or ability to obtain within 6 months
- Valid driver's license

\*For the full list, go to the website

<https://www.governmentjobs.com/careers/brooklynparkmn>

## Salary

\$44.25 - \$59.87 Hourly

\$7,670.00 - \$10,377.47 Monthly

\$92,040.00 - \$124,529.60 Annually

## How Do You Apply?

An application, resume and cover letter are required. Application materials are due by March 12, 2021.

To learn full details and to apply, go to:

<https://www.governmentjobs.com/careers/brooklynparkmn>

### Questions? Contact:

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