



DEPUTY DIRECTOR (DEPUTY CHIEF BUILDING OFFICIAL)

Buildings & Inspections

Annual Salary:
\$107,855 - \$157,102 DOE/DOQ

City of Cincinnati,
Ohio

Are you a strategic leader with technical expertise in building inspections, permitting, and regulatory compliance? Cincinnati is looking for its next Deputy Director (Deputy Chief Building Official)—a dynamic innovator ready to streamline processes and drive progress!

We need a collaborative leader who is:

- Experienced in urban development and adaptive reuse projects
- Skilled in managing high-volume permit reviews and compliance
- Proficient in Accela (Edge) and IT system transitions

Join a city of innovation and growth—apply today!

STRENGTH IN UNITY – THE QUEEN CITY OFFERS THIS AND MORE!

Cincinnati is a vibrant city where history meets innovation. A thriving hub for finance, healthcare, education, and advanced manufacturing, it boasts a strong job market and a dynamic urban landscape.

Nestled along the Ohio River, Cincinnati offers easy access to most major cities and 70% of U.S. buying power, all within a day's drive. The city is packed with world-class attractions, from the Cincinnati Art Museum and Findlay Market to professional sports teams like the Bengals, Reds and FC Cincinnati. Outdoor enthusiasts can explore one of the City's 380 parks, such as Mt. Airy Forest, bike the Ohio River Trail, or unwind at Smale Riverfront Park.

With a rich history shaped by westward expansion and the Underground Railroad, Cincinnati embraces both historic charm and modern growth. Its revitalized Over-the-Rhine district, cutting-edge infrastructure, and booming real estate market make it a prime destination for professionals and families alike.

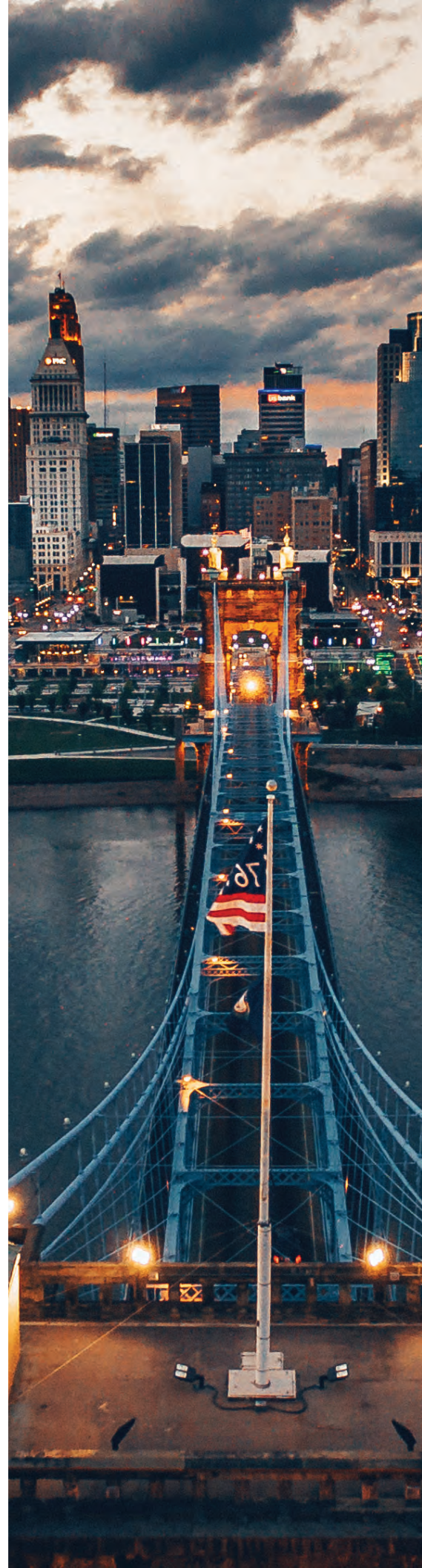
Offering economic opportunity, cultural vibrancy, and outdoor adventure—all at an affordable cost—Cincinnati delivers an exceptional quality of life in a city built for the future.

GOVERNANCE & ORGANIZATION

Cincinnati operates under a charter that combines elements of both a strong-mayor and council-manager form of government, ensuring responsive leadership and efficient city management. The Mayor, elected to a four-year term (with a two-term limit), leads alongside a nine-member City Council, elected at large for two-year terms. The City Manager is appointed by the Mayor with approval by Council and is responsible for the appointment of officers and employees in the administrative service.

Cincinnati is a full-service municipality, providing fire and police services, as well as parks, transportation and engineering, building and inspections, sanitation, to name a few of the many public services to residents, visitors, and businesses alike.

Org Chart





ABOUT THE JOB

The Buildings & Inspections Department ensures safe, efficient development in Cincinnati through permitting, plan review, and building code enforcement. Focused on regulatory compliance, modernization, and urban development, the department plays a vital role in shaping the city's future.

Reporting to the Director of Buildings & Inspections, the Deputy Director (Deputy Chief Building Official) will:

- Oversee the Customer Service and Building Plans Examination divisions to ensure efficient and timely processing
- Lead regulatory compliance efforts in alignment with Ohio Board of Building Standards rules
- Modernize permitting processes by implementing Accela (Edge) software
- Support major urban development and adaptive reuse projects, ensuring compliance and efficiency
- Collaborate with cross-functional teams, including IT, customer service, and code enforcement, to streamline operations

DEPARTMENT STRUCTURE

DIVISIONS WITHIN THE DEPARTMENT:

- ADMINISTRATION
- CUSTOMER SERVICE
- BUILDING PLANS EXAMINATION
- INSPECTIONS/CODE ENFORCEMENT

DEPARTMENT QUICKFACTS



DEPT. BUDGET

\$16.35
MILLION

(generates \$22.37 million in permitting fees annually)



EMPLOYEES

151

KEY PROJECTS FOR 2024-2025:

- IMPLEMENTATION OF ACCELA (EDGE) PER-MITTING SOFTWARE TO MODERNIZE WORK-FLOWS
- REDUCING PLAN REVIEW TURNAROUND TIMES (COMMERCIAL: 15 DAYS, RESIDENTIAL: 10 DAYS)

[Full Job Description](#)





THE IDEAL CANDIDATE

The ideal candidate is an experienced professional in building code enforcement, plan review, permitting, and urban development. They will possess strong leadership and collaboration skills and be capable of managing a high-performing team while working effectively with city officials, developers, and the public.

Exceptional communication and public engagement abilities are essential, ensuring transparency and efficiency in regulatory processes. Technical expertise in Ohio Building Standards, permitting software such as Accela Edge, and regulatory compliance will be key to success in this role.

Additionally, strong project management skills are necessary to oversee permitting system upgrades, streamline plan review processes, and support major adaptive reuse projects. This individual should have a strategic mindset, focused on modernizing workflows while maintaining compliance and efficiency in a fast-paced urban environment.

EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in architecture, engineering, building construction, or a related field
- At least five (5) years of progressively responsible experience in building code enforcement, plan review, or construction, including supervisory experience
- Licensing Requirements (or ability to obtain within one year):
 - Master Plans Examiner Certification (Ohio Board of Building Standards)
 - Building Official Certification (Ohio Board of Building Standards)
 - Building Inspector Certification (Ohio Board of Building Standards)
 - To carry Certified Building Official (CBO) status, the candidate must achieve Level 5, which requires one of the following qualifications:
 - Registered Architect or Professional Engineer and at least 3 years of experience as an inspector or plan examiner
 - 10 years of experience as a general contractor supervising all trades
 - 6 years of building department experience

Preferred:

- Registered Professional Engineer (PE) or Architect in Ohio
- Experience with Accela (Edge) permitting software and IT workflow modernization
- Specialized experience in adaptive reuse, historic preservation, and large-scale urban development projects
- Advanced degree in Public Administration, Urban Planning, or a related field



SALARY & BENEFITS

- Compensation: \$107,855 - \$157,102 DOE/DOQ
- Health Care Benefits: 80/20 health insurance plan for all full-time Cincinnati employees and their dependents; medical, dental, vision, and life insurance.
- Paid Leave: Generous vacation, sick leave, and personal time policies promoting a strong work-life balance
- Retirement: Participation in the Ohio Public Employees Retirement System (OPERS)
- Additional Benefits:
 - ♦ Professional development opportunities to support career growth
 - ♦ Flexible work arrangements to enhance productivity and work-life balance
 - ♦ Tuition reimbursement for continued education and skill advancement
 - ♦ Vehicle allowance for work-related travel and inspections

This role offers a competitive compensation package with exceptional benefits designed to attract top-tier talent in the building inspections and regulatory field.

HOW TO APPLY

Apply Here



For more information on this position, contact:

Clay Pearson, Senior Vice President

ClayPearson@governmentresource.com

713-816-8639

The City of Cincinnati is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.