

# THE CITY OF BELTON, MO SEEKS TO FILL THE POSITION OF CHIEF BUILDING OFFICIAL (CBO)

CBO – Annual Salary Range \$57,212 - \$87,055 DOQ/E

The city of Belton, a dynamic and growing community in the Greater Kansas City metropolitan area, is seeking to fill **Chief Building Official**. As the largest city in Cass County with an estimated population of 25,000, Belton benefits from its convenient location with a quick 28-minute commute to downtown Kansas City, Missouri, excellent access to Interstate 49 at four interchanges, and close proximity to the region's fast-growing Highway 150 Corridor - an east/west connection crossing just north of Belton through southern Kansas City into Johnson County, Kansas, just 4 miles to the west, are helping to ignite the community's continued growth.

The City has made great strides in 2019 and 2020 to address the highest Council priorities of *Roads and Infrastructure, Public Safety, and Code Enforcement*, including the adoption of a half-cent sales tax for Public Safety as well as approval of two (2) public works bond initiatives (\$27 M+) for streets and stormwater. Because of the community's continued support for strategic investment into facilities, infrastructure and long-term planning, Belton's economic future will continue to prosper. Strong community support is evident with a number of institutions beyond the City, including Belton Regional Medical Center and its recently completed and planned future expansions, and Belton Public Schools, a highly respected district operating six elementary and two middle schools, plus a high school that recently expanded its campus with additional classrooms, new aquatic and performing arts centers, and a gymnasium. Recent, on-going and future development includes over 2 million square feet of industrial and distribution facilities, new commercial development along I-49, over 600 quality/luxury apartments, new single-family subdivisions and townhomes, restaurant, hotels and medical facilities with more development and growth proposed.

The position of Chief Building Official (CBO) reports to the Director of Planning and Building and has direct management oversight for both Building Inspections and Code Enforcement, including supervision of two (2) Building Inspectors, and two (2) Code Enforcement Officers. The CBO also oversees enforcement of the City's building and construction ordinances, conducts inspections when necessary, reviews plans, specifications and other documents for code compliance. As a key member of the City's Development Review Team, the CBO also assists with zoning and land development review, inspection and compliance, and may attend/participate with a variety of boards related to planning, zoning, dwelling standards, and building codes. The CBO also assists the Director of Planning and Building with all aspects of department management, including serving as the Acting Director during the absence of the Director.

Candidates must possess a thorough knowledge of current principles and methods of modern building design and construction, knowledge of the proper use and application of the International Construction Codes, the functions and operations of municipal governance, and the principles of budgeting and budget administration. The CBO is responsible for managing the certification and training of inspection staff, and to conduct and oversee permit reviews and building inspection activities to ensure compliance with adopted building codes and other related municipal codes and

zoning ordinances for the City. To be competitive for the position of CBO, qualified candidates must exhibit a record of exceptional customer service and an ability to develop and maintain effective relations with all customer and client groups, including contractors, homeowners, subordinates, departments directors, news media, elected officials, and other members of the development review team and staff. The CBO will be heavily involved in plan review and help to ensure an efficient permitting process from start to finish. Other responsibilities include reviewing new construction materials, initiating pre-development conferences with commercial or large multiple building developers ensure efficient coordination with city services and utilities external to the City. Selected candidates for these positions must possess (or have an ability to obtain within six months) a valid State of Missouri Driver's License.

**To be considered for the position of Chief Building Official (CBO)**, candidates should possess a bachelor's degree and three to five years of experience in a comparable municipal organization utilizing the International Code Council (ICC) provisions, experience in contracting, planning, project design, or materials procurement that includes leadwork or supervisory experience over assigned projects, or an equivalent combination of education, training and experience. ICC Certified Building Official Certification, or an ability to obtain certification within six months of appointment, is strongly encouraged.

#### **COMPENSATION AND BENEFITS**

The salary range will be \$57,212 - \$87,055, depending upon qualifications and experience of the successful candidate. The city of Belton has a highly competitive benefits program including Missouri LAGERS Retirement System at a favorable percentage, a voluntary 457 plan, health, dental and life insurance, short-term and long-term disability, paid vacation, and sick leave. Working conditions within the City are outstanding and Belton offers its residents a prime quality of life. Relocation assistance and temporary housing allowance consideration are available for the successful candidate. Residency is not required.

#### **APPLICATION AND SELECTION PROCESS**

Qualified candidates please complete the City of Belton online application:  
<https://www.belton.org/files/assets/public/jobs/application.pdf>

Submit your cover letter, resume, and completed application to: [dclements@belton.org](mailto:dclements@belton.org)

This position is open until filled; prospective candidates are encouraged to submit an application, as well as their resume and a cover letter as soon as possible.

The candidate selected for this position will receive an offer of employment by the City contingent upon passing a background check, physical, and pre-employment drug test. For more information about the City of Belton, please see the website at [www.belton.org](http://www.belton.org).

***The City of Belton is an Equal Opportunity Employer and values diversity at all levels of its workforce. (EOE)***