

Factory Built Building Program Supervisor

Salary Range: \$60,000-\$68,000

Salary commensurate with experience and qualifications.

ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING. WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at www.azhousing.gov

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

JOB SUMMARY

Reporting to the Manufactured Housing and Building Administrator of Inspections, this position performs duties that include the management and administration of the factory built building (FBB) component. This includes interaction with industry stakeholders, coordination of activities of the Manufactured Housing Building Division's (MHBD) sections involved in FBB regulatory functions, maintenance and evaluation of records, and program development.

JOB DUTIES

Manage a variety of tasks for the Division including but not limited to:

- Coordinate with MHBD licensing, plan review, permit/insignia and inspection sections to ensure compliance with FBB program policy and procedure.
- Participate in the development and delivery of training and education to FBB program stakeholders, both internal and external to ADOH, while continuing to develop new guidelines and standards.
- Manage special projects, as assigned, related to the regulatory and development aspects of the FBB program.
- Perform administrative tasks to include, but not limited to, phone calls, emails and other communication in support of FBB regulatory functions.
- Maintain records, in acceptable paper or electronic format, as required by the Department's retention schedule
- Prepare reports as required by the Department to report situation, status, and trends of the FBB program.
- Other duties as assigned.

QUALIFICATIONS

Candidate must have at least five years of experience in an administrative or support role in a professional office environment.

Knowledge:

- Knowledge of statutes, rules, building codes and standards specifically related to the regulation of the factory built building program.
- Knowledge of legal documents and processes.
- Knowledge of trends in the manufactured building industry.
- Advanced computer knowledge including Word, Excel and PowerPoint.

Skills:

- Interpersonal skills to communicate with building owners, licensees and local jurisdictions while demonstrating empathy and active listening skills.
- Must be skilled in problem solving, identifying process problems and developing resolution.
- Organizational skills.
- Strong written and oral communication skills.
- Excellent time management skills, organization and business mathematical application.

Abilities:

- Ability to organize a diverse workload schedule.
- Establish and maintain professional relationships with internal customers, licensees, and stakeholders.
- Respond timely in a fast pace environment while adhering to established regulatory and statutory timelines.

BENEFITS

The State of Arizona offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance

Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance.

RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. New hires may be subject to a 27-week waiting period for enrollment.

HOW TO APPLY

Please visit [Arizona State Jobs](#) to apply. You will be directed to create a user account and upload your resume. The Job ID is 496384 for this position.

The Arizona State Jobs website includes open positions for ALL state agencies.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.