



# The City of Hartford, Connecticut

is searching for a **Director of Licenses and Inspections**



## The City of Hartford

Connecticut's capital city is comprised of a diverse population of approximately 125,000 people. Rich in history and culture, Hartford offers a broad range of liberal arts and entertainment activities including theaters, museums, churches, and historic sites.

Hartford is centrally located with easy access to major highways leading to mountains in the north and ocean beaches to the east and south. New York City and Boston are only two hours away by car.

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The **Director of Licenses and Inspections** plans, organizes and directs the operations and activities of the Division of Licenses and Inspections for the Department of Development Services for the City of Hartford. The Division's mission is to ensure the health and safety of the public and the soundness and habitability of the City's residential, industrial and commercial structures through building plan review, trade inspections, housing and rodent inspections and the issuance of commercial licenses and permits, among other things.

Develops priorities and objectives and consults with the Mayor, Chief Operating Officer and department heads. Develops and monitors budget and maintains public relations. May act as a zoning administrator for the City and the chief enforcement officer for housing codes and municipal ordinances.

This is an unclassified position and the incumbent is appointed and serves at the discretion of the Director of Development Services.

**Affirmative Action / Equal Opportunity Employer**

## The Ideal Candidate

In addition to administrative and supervisory experience in an urban licenses and inspections operation, the successful candidate will possess a professional history that demonstrates:

- Knowledge of building, housing and zoning codes and all other codes related or pertaining to the construction industry.
- Considerable knowledge of general management and personnel management principles and practices.
- Considerable knowledge of budget development and administration of programs and policies.
- Ability to establish program goals, determine resources, formulate administrative and operation policies and direct their implementation in an urban environment.
- Ability to plan, organize and direct the operations of licenses and inspections.
- Ability to take a leadership role improving overall quality of life in the city of Hartford.

## The Qualifications

Bachelor's degree in Engineering, Construction Technology, Architecture, Public Administration, or a closely related degree and ten years of increasingly responsible administrative and supervisory experience in city licenses and inspections.

Must be able to obtain Connecticut certification as a Building Official within six months of appointment.

## Compensation

Annual Salary Range for this position will be \$78,400 to \$117,600. Position includes medical and dental insurance plus retirement and Social Security benefits as well as annual vacation leave and 12 paid holidays per year.

## The Application Process

Email a current resume and cover letter to Peggy Hayward at [www.haywm001@hartford.gov](mailto:www.haywm001@hartford.gov)  
or mail to: [City of Hartford, Human Resources Department](#)  
[Attention: Peggy Hayward](#)  
[550 Main Street, 1st Floor - Room G3](#)  
[Hartford, CT 06103](#)

Resumes will be accepted until a sufficient number are received.



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