



# CENTRAL PERMIT OFFICE

A DIVISION OF THE DEPARTMENT OF NEIGHBORHOOD  
AND BUSINESS DEVELOPMENT  
CITY OF SYRACUSE, MAYOR BEN WALSH

**Michael Collins**  
NBD Commissioner

**Mediha Salkic**  
Director of Central  
Permit Office

**Jacob R. Dishaw**  
Director of Code  
Enforcement

**Thomas Steinberg**  
Assistant Director of  
Code Enforcement

**Ryan Shiel**  
Assistant Director of  
Code Enforcement

## Director

**Grade:** 16  
**Salary:** \$61,916 - \$70,155  
**Competitive Status:** N/A

### DISTINGUISHING FEATURES

The work involves responsibility for directing the activities of the employees of the *Central Permit Office*. The Director is responsible for the initiation, coordination, formulation review and direction of activities undertaken by the employees of the Office. Projects are assigned to various personnel in the department based on their individual role and function, who are responsible to the Director for their progress and completion. Duties call for the exercise of the highest level of professional knowledge and ability. The Director reports to the Director of Code Enforcement, who is responsible for policy decisions and from whom administrative direction is received. Does related work as required.

### TYPICAL WORK ACTIVITIES

Assigns responsibility for individual projects to subordinate staff members

Coordinates City projects and reviews and approves completed work

Coordinates the execution of project management methodologies as they pertain to the efficacy of application review and issuance across departmental functions

Coordinates the employment of new technologies as they pertain to the efficacy of application review and issuance across departmental functions

Maintains top-level contact with government officials, representatives of industry and community leaders regarding planning objectives

Keeps up to date on new developments in the planning field and urban community developments

Supervises the tracking, routing, review, and maintenance of all applications

Advises developers, contractors, homeowners, members of the public and private agencies on matters pertaining to plan requirements, specific plan regulations, permitting and plan review procedures, and other information as required by law

May assist with departmental activities, such as plan review and permit issuance

**Central Permit Office**  
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City Hall Commons  
Room 101  
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Fax 315 448 8615

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GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Comprehensive knowledge of the purposes, principles, terminology and practices employed in the plan review process

Comprehensive knowledge of the applicable New York State Codes and those of the International Code Council

Comprehensive knowledge of the *City of Syracuse Property Maintenance Code*

Comprehensive knowledge of legislation, current challenges and professional literature in the field of plan review.

Exceptional ability to make professional judgment requiring advanced technical knowledge and skills

Outstanding professional leadership ability

Physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS**

- A) Graduations from a regionally accredited or New York State registered college or university and six (6) years of professional level work service, at least three (3) years of which must have been in a supervisory capacity; or'
- B) Ten (10) years of professional administrative work experience or its part-time equivalent in plans review, at least (6) years in a supervisory capacity
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B)