



POSITION PROFILE

Director of Standards – Codes & Standards Development

Position Summary

The position of Director of Standards is responsible for supervising Codes & Standards Department staff in their roles supporting the development and support of both ICC's Codes and ICC Standards. The primary focus is ICC Standards. As a Standards Developing Organization (SDO), ICC is aggressively investigating opportunities to expand its current portfolio of standards. In this capacity, the Director is responsible for managing staff who are responsible for following established procedures in the development and updating new and existing ICC Standards. The Director is also the lead staff member responsible for the

identification and development of new standards in order to expand ICC's portfolio of standards.

Supervisory responsibilities in the Codes & Standards Development department are shared between the Director of Standards and the Director of Codes. This requires supervision of staff responsible for both codes and standards. The two Directors work in concert in supervising staff in this regard, with staff assigned to one of the two respective Directors.

The position is based out of ICC's Central Regional Office in Country Club Hills, Illinois and reports to the Senior Vice President, Technical Services.

Position Responsibilities

- Supervisory responsibilities noted above
- Identification, review, assessment and implementation of new ICC Standards
- Maintenance and updating of currently published ICC Standards
- Maintenance, updating and ANSI approval of ICC's Consensus Procedures for developing and updating ICC Standards
- Compiling and submitting documentation for the ANSI audit process of ICC Standards
- The Codes and Standards Development department is one of two departments under the umbrella of ICC's Technical Services Department. The other department is ICC's Architectural & Engineering Department. Collectively, Technical Services is responsible for providing technical support services for ICC codes and standards, including:
 - Development of ICC Codes and Standards and other code/standard related publications of ICC
 - Assist members with code/standard interpretations and related questions
 - Performing Plan Reviews for code compliance
 - Serve on internal and external committees
 - Representing ICC at meetings and conferences
 - Assist in educational content development and conducting ICC seminars as an instructor
 - Serve as technical resource for other ICC departments and functions
 - Provide telephonic, written, and direct personal contact with members, customers, and the public.
 - Performing other technical and administrative duties as assigned

With a significant amount of shared staff resources supporting ICC's Technical Services, in addition to the supervisory responsibilities, the Director of Standards may be called upon to perform a variety of professional duties of a technical and often complex nature, relating to code and standard development and related member and client services as noted above.

Essential Skills and Education / Experience

- Baccalaureate in architecture, engineering, or science with professional licensure/registration preferred
- Minimum of 4 years of professional experience in a standards development organization, building jurisdiction, related professional association/company, or code enforcement agency
- Ability to demonstrate sound working knowledge of standard development process, procedures, codes, and standards
- Strong technical writing, communication, and customer service skills
- Travel required approximately 15%, both locally and nationally

About ICC

The International Code Council is a member-focused association. It is dedicated to developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable and resilient structures. Most U.S. communities and many global markets choose the International Codes.

Web Presence

www.iccsafe.org

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