

## City of Saratoga invites your interest in the position!

Deadline to apply in Sunday,  
June 14, 2026 at 5:00 pm;  
candidates are encouraged to  
apply early.

### About the City

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The city's historic downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. Saratoga residents place an emphasis on retaining the quality of the city's semi-rural ambiance. The City is also home to Montalvo Arts Center and the Hakone Estate & Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

Read more at [Saratoga.ca.us](http://Saratoga.ca.us)



View the Complete  
Job Description

# Building Official

**\$173,222.40-\$210,558.40 (5-step range)**  
**Full-time, benefited position (FLSA exempt)**

### ABOUT THE POSITION

The City is seeking an experienced and collaborative Building Official to lead and coordinate key public-facing programs, including building inspection, plan review, permit processing, Wildland Urban Interface (WUI) activities, and code compliance within the Community Development Department's Building Division. This role plays a vital part in supporting safe, resilient, and well-designed neighborhoods throughout the community. Under the general direction of the Community Development Director, the Building Official serves as a key member of the Department's leadership team, guiding staff who assist residents, businesses, and builders throughout the development process—from permit applications to final inspections.

The Building Official is a hands-on leader who works closely with homeowners, contractors, design professionals, and City partners to provide clear guidance, responsive service, and practical solutions, helping safeguard the community's natural environment and property. The role requires service-oriented leadership, strong technical expertise, and the ability to build effective working relationships with residents, contractors, developers, partner agencies, and City staff.

### EXPERIENCE AND EDUCATION

Bachelor's degree in construction, civil or structural engineering, architecture, or a related field and five (5) years of increasingly responsible management or administrative experience as a building official or in plan checking and/or the enforcement of building codes with a public agency, including two (2) years of supervisory experience.

At the time of appointment, the incumbent must possess the following:

- A valid California Driver's License, or equivalent mobility
- All of the following International Code Council (I.C.C.) Certificates: Building Official, Plans Examiner, Building Inspector, and Electrical, Plumbing, or Mechanical

**The ideal candidate** is a skilled and service-oriented building professional with strong technical knowledge of construction codes, plan review, inspections, and permit processing. They are an effective and hands-on leader who can guide staff, improve processes, and manage complex projects with clarity and accountability. The incumbent is adept at balancing daily operational oversight while resolving complex code issues, conducting detailed reviews, and representing the City with professionalism. The ability to communicate clearly, provide exceptional customer service, and build strong working relationships with residents, developers, contractors, and City staff are essential. The ideal candidate is organized, proactive, and committed to ensuring safe, complaint, and high-quality development within the community.



## How to Apply

To be considered for this exciting career opportunity, please apply online through [www.calopps.org](http://www.calopps.org).

As part of your online application, provide the City with a cover letter along with a resume and complete responses to the required supplemental questions. Incomplete applications or applications that do not include the above elements will not be considered. The most qualified applicants will be invited to participate in the testing process, which will consist of oral interviews.

Deadline to apply is Sunday, June 14, 2026, at 5:00 pm. The City reserves the right to close applications early if a sufficient number of qualified applications are received prior to June 14. Interested candidates are encouraged to apply early.



### CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council-Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently, more than one district may serve within the City's boundaries. Fire protection is provided through special districts, and the City has collaborative relationships and service contracts with other governmental agencies including law enforcement services through Santa Clara County Sheriff's Office, animal control provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

The City's FY 2025/26 General Fund Operating and Capital Improvement Budget is \$52.7M and includes 56.6 full-time equivalent (FTE) positions. The City's organizational structure includes five departments: City Manager, Community Services, Administrative Services, Community Development, and Public Works.



City offices operate on a 9/80 schedule. This position is located at City Hall, 13777 Fruitvale Avenue; operational hours are 7:30 am-5:00 pm.

### COMPENSATION AND BENEFITS

The City of Saratoga provides excellent compensation and benefits. The salary for this position will be set at a step between steps 1 and 5 based on the qualifications and experience of the selected candidate. The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

#### *The attractive benefits package includes:*

- CalPERS Retirement Plan: 2% at age 60 formula for "Classic Members" or 2% at age 62 formula for "New Members."
- CalPERS Health Insurance: Comprehensive HMO and PPO plan options available. The City contributes monthly towards the full cost of the health plan premium for employees and eligible family members.
- Dental Insurance: Comprehensive in and out of network plan options available. The City contributes 100% of the dental premium.
- Deferred Compensation: The City will match contributions to a pre-tax deferred compensation account up to a maximum of \$150 per month.
- Paid Time Off (PTO): PTO is accrued at a rate of 22 days per year.
- The complete summary of benefits can be viewed online at the [City's website](#).

*Posted May 2026*