



The City of Sausalito is now accepting applications for the position of

# **CHIEF BUILDING OFFICIAL**

**\$123,617 - \$165,641 Annually DOQ**

**Plus an excellent benefits package**

**OPEN UNTIL FILLED**







## THE CITY:

Sausalito is a beautiful, San Francisco Bay front city of 7,400 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year-round population. The blend of historical buildings, wooded hillsides, sweeping Bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty.

A General Law City incorporated in 1893, Sausalito has a City Council/City Manager form of government. The City provides a full range of services, through its departments, including Administration, Finance, Police, Public Works, Parks, Recreation, and Community Development. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

## THE POSITION:

Are you results-driven and ready to make a difference? Come join, empower, and grow with the City of Sausalito. The Chief Building Official serves as the principal administrative officer of the Building Division. The position directs, assigns, supervises, and plans the activities of the Building Division. The selected candidate will coordinate and direct the resolution of complex development issues and disputes and will serve as the principal enforcement officer of the building and housing codes of the City. In addition, the Chief Building Official will oversee boards and commissions and serve as a member of the City's Executive Management Team.

The Chief Building Official performs work that is highly complex and often requires intense and exacting mental attention and the ability to reason through and solve complex problems that may affect the ability of the Building and Development Unit to achieve its critical goals and objectives. The incumbent will have extensive contact with public officials, employees, and the general public.







## THE IDEAL CANDIDATE WILL:

- Prepare and present compelling and persuasive factual presentations and reports to public bodies, community groups, trade organizations and the public.
- Have knowledge of principles and practices of modern public administration including planning, organizing, staffing, supervising, training, and performance evaluations.
- Exercise sound professional judgment in recognizing and handling politically sensitive issues of public interest.
- Organize, direct, and coordinate the activities of the Building Division.
- Establish, monitor, and assist in the development of the divisions mission, vision, goals, objectives, and priorities.
- Establish and maintain effective working relationships with employees, department heads, property owners, contractors, civic groups, personnel from other jurisdictions, public officials, and the general public.
- Exercise independent judgement in the application of State, County, and City codes and policies regarding building, zoning, energy, environmental matters and other regulations to field situations.
- Develop and administer long-range plans consistent with established goals, objectives, and available resources.
- Utilize electronic information systems, such as GIS, to analyze and interpret such information.
- Mediate and resolve complex technical issues in a timely manner.

## QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:** Equivalent to the completion of a bachelor's degree from an accredited four-year college or university with major course work in either a construction-related field such as engineering or construction management, or a management-related field such as public or business administration.

**Experience:** Eight (8) years of progressively responsible experience in the field of building inspection and construction, including four (4) years of project management and supervision and five (5) years of experience in the design and construction of buildings.

**Licenses and Certifications:** Certification from a recognized state, national, or international association determined by the City. Certification shall be closely related to the primary job functions such as:

- Possession of an International Code Council (ICC) certification as a Plans Examiner.
- Possession of an ICC certification as a Building Inspector.
- Acquisition of an ICC certification as a Building Official within 1-year of appointment, and a minimum of 45 hours of continuing education for every three-year period, with at least eight hours regarding disability access requirements.
- The ability to convey oneself to and from geographical locations frequently and timely, or possession of a valid California Class A motor vehicle driver's license.

## BENEFITS:

**Cafeteria Benefit Plan:** The City offers a healthy cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, dependent care, flexible spending account, short and long-term disability.

**Retirement:** The City is a part of the CalPERS retirement plan and does not contribute to Social Security. Classic employees – 2% @55 formula, highest 3-year average compensation. PEPRA employees – hired after 1/1/13 or Classic employees with 6-month break in service are eligible for a 2% @ 62 formula, highest 3-year average compensation.

**Deferred Compensation:** The City offers an optional 457 plan. Employees who actively participate will receive a contribution by the City of 1% of their base pay on a bi-weekly basis.

**Auto Allowance:** \$250 a month or assigned use of a City vehicle.

**Employee Development:** \$2,000 annual reimbursement for educational programs, up to \$1,000 of which can be used for wellness.

**Holidays:** 11 authorized holidays per year.

**Administrative Leave:** 80 hours of leave per calendar year.

**Vacation & Sick Leave:** Employees earn 136 hours of vacation and 96 hours of sick leave per year

**Schedule:** Onsite at the City office or field, 40-hour work week.



## HOW TO APPLY:

To be considered for this exciting opportunity, candidates should apply through [CalOpps.org](https://www.calopps.org).

<https://www.calopps.org/city-of-sausalito> OR scan the QR code below.

Each candidate's background will be evaluated on the basis of information submitted at the time of application. Only the most qualified candidates will be invited to participate in the selection process which may include an oral panel interview and/or practical exercise. Only the names of the most-qualified candidates who pass the initial selection process will be submitted to the City for consideration for final selection.

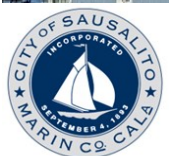
Additional inquiries about the position may be directed to Human Resources, (415) 289- 4130. The City of Sausalito is not responsible for the failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the recruitment process should advise Danielle Oliveira from Muchmore Than Consulting at [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org).

**This position is OPEN UNTIL FILLED**

Recruitment services provided by:



 SCAN ME



**THE CITY OF SAUSALITO IS AN EQUAL OPPORTUNITY EMPLOYER**