



CITY OF EAST PALO ALTO, CALIFORNIA

# Chief Building Official



## ■ About the City

The City of East Palo Alto has a population of approximately 30,000 residents and is located in the heart of Silicon Valley bordering the San Francisco Bay. The community has easy access to all three major Bay Area airports - San Francisco, San Jose, and Oakland - and the Dumbarton Bridge. East Palo Alto is a very desirable and diverse community that is fortunate to be a part of the booming Silicon Valley economy, which has added numerous jobs in the San Francisco-San Mateo-San Jose metro region. As a result, East Palo Alto's unemployment rate has consistently declined. Within and surrounding the City's boundaries are iconic companies like Amazon, Facebook, Apple, and Google as well as one of world's top universities - Stanford. The area's incredibly diverse population, economic vitality, and idyllic climate make it one of the most sought after areas to reside in the country. East Palo Alto has a rich history of community self-determination since its relatively recent incorporation in 1983. A hard-working community spirit and a can-do ethos have allowed the City to create economic development opportunities such as an IKEA and a Four Seasons Hotel, initially believed by some to be unachievable for East Palo Alto. All the while, the City has retained its unique sense of identity as a socially conscious and engaged collection of neighbors and activists. Residents share their input freely on issues and their appreciation of the City's leaders is evident. Together, the community has accomplished an extraordinary transition. The City now benefits from low crime rates, improved infrastructure facilities, and a healthy economy.



## ■ City Governance

East Palo Alto is a General Law Council/Manager City governed by a five-member City Council with a Council elected Mayor. In addition to the seven executive staff members leading the internal departments, the City partners with the Menlo Park Fire Protection District, Veolia North America (water company), and recently annexed into the City, the East Palo Alto Sanitary District to meet its residents' needs.

## ■ The Department

The Building and Code Enforcement Division is a vital component of East Palo Alto's Community Development Department. It is responsible for ensuring that construction, development activities, permit issuance, plan review, inspections, and municipal code enforcement comply with all applicable federal and state laws, regulations, and the City's municipal code to protect the community's quality of life. The Building and Code Enforcement Division ensures that construction projects adhere to the California Building Standards Codes, specifically outlined in Title 24 of California's regulations, and Code Enforcement is responsible for enforcing EPA's municipal code.



## ***Mission Statement***

*The City of East Palo Alto provides responsive, respectful, and efficient public services to enhance the quality of life and safety for its multi-cultural community.*

## **The Position**

The Chief Building Official is a key leadership role responsible for overseeing all operations of the City's Building Division. Reporting to the Community and Economic Development Director, the Chief Building Official plans, organizes, and manages a diverse portfolio of services, including building inspections, plan review, permit processing, and code compliance. This position ensures construction within the City is conducted safely, efficiently, and in accordance with Federal, State, and local regulations.

The Chief Building Official provides strategic direction for the division, developing and implementing policies, procedures, and service standards that enhance organizational effectiveness and customer experience. This role manages the division's budget, leads and mentors professional and technical staff, and works collaboratively across departments to support development activity and resolve code-related matters. The incumbent also serves as a highly knowledgeable resource to developers, contractors, engineers, property owners, and community stakeholders, offering guidance on building codes, construction standards, and the City's regulatory processes.

This position represents the City in code-related disputes, public meetings, and professional forums; prepares and presents complex staff reports; and ensures the City remains aligned with emerging trends, technologies, and regulatory changes in the building and construction fields. The Chief Building Official also plays a critical role during emergencies by performing post-disaster evaluations and implementing procedures under the City's Emergency Operations Plan.

Beyond building code administration, the Chief Building Official oversees the City's Code Enforcement program — a key function focused on maintaining community standards and supporting quality of life. This includes supervising code enforcement personnel, establishing enforcement priorities, and ensuring consistent application of municipal and state codes related to zoning, land use, property maintenance, nuisance abatement, and public safety. The CBO develops and implements policies, workflows, and case management strategies that promote voluntary compliance, educate stakeholders, and resolve violations effectively. When compliance cannot be achieved voluntarily, the CBO oversees escalation efforts such as citations, hearings, and abatement proceedings in coordination with legal and administrative partners. The successful candidate will possess both technical knowledge of building regulations and strong leadership skills in code enforcement operations.

With a strong focus on service delivery, regulatory integrity, and continuous improvement, the Chief Building Official ensures that the City's built environment is safe, sustainable, and aligned with community expectations.



# ■ Ideal Candidate



The ideal candidate is an inspiring and motivational leader who encourages employees to grow, excel, and take pride in delivering high-quality service. This individual brings a proven ability to develop, implement, and achieve division goals, objectives, policies, and priorities while maintaining fiscal responsibility and aligning resources effectively.

A clear and concise communicator, the ideal candidate provides consistent direction in all interactions with staff, colleagues, stakeholders, and community members. Compassion, integrity, and a genuine commitment to public service are core to their leadership style, fostering trust and collaboration throughout the organization.

The ideal candidate is ethical, self-motivated, adaptable, and highly organized, thriving in a dynamic, fast-paced, and team-oriented environment. They exercise sound professional judgment, especially when navigating politically sensitive or high-profile issues, and demonstrate the ability to balance transparency, diplomacy, and accountability.

This leader will play an active role in shaping and advancing the Division's mission, vision, goals, and performance standards. They understand City Council priorities and effectively translate them into actionable plans that support the City's strategic direction. Candidates should be prepared to navigate a dynamic policy environment, as development matters can attract significant interest from Council and stakeholders.

A natural problem solver, the ideal candidate approaches challenges with clarity and confidence, resolving issues promptly and thoughtfully. Bilingual proficiency is highly desired.







## Education and Experience

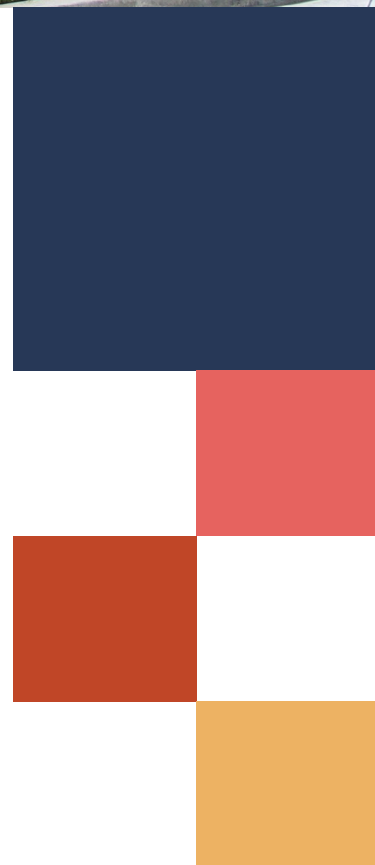
*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:** Equivalent to a bachelor's degree in building trades, construction management, community development, engineering, architecture, or a related field.

**Experience:** Five (5) years of increasingly responsible management and/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.

### **Licenses and Certifications:**

- » Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- » Possession of a current certification as a Combination Building Inspector or Plan Examiner from the International Code Council (ICC) and/or International Association of Mechanical and Plumbing Officials (IAPMO).
- » Possession of a current certification as a Building Official from the International Code Council.



# ■ Compensation & Benefits

**Salary:** \$157,151.04 - \$191,018.07 Annually Plus a \$22,500 Incentive Package

**Retirement:** The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

- » CalPERS Classic Members - 2.5% @ 55 formula. Employee pays 8% employee contribution. \* Three (3) year average final compensation.
- » CalPERS New Members – 2% @ 62 formula. Employee pays 6.25% employee contribution. \* Three (3) year average final compensation.

**Health Insurance:** For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The City pays 100% employee Kaiser Coverage and 65% Dependent Coverage. Dental insurance is through Delta Dental; the City pays the full cost for employees only.

**Additional Benefits** include a City-paid employee assistance program, Life Insurance, and a long-term disability plan. A generous paid leave program includes thirteen paid holidays per year, eight hours per month of sick leave, eighty hours per year of vacation, and up to sixty hours per year of Management leave.



## ■ Application and Selection

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues who will not be contacted in the early stages of the process) by the first resume review date of **February 27, 2026**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:

[www.cpshr.us/recruitment/2589](http://www.cpshr.us/recruitment/2589)

For further information, contact:

**CPS HR CONSULTING**  
*Your Trusted HR Advisor For 40 Years*

Pam Derby

Tel: 916-471-3126

Email: [pderby@cpshr.us](mailto:pderby@cpshr.us)

Website: [www.cpshr.us](http://www.cpshr.us)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.