

ARE YOU READY TO MAKE A DIFFERENCE IN THE CITY OF EAST PALO ALTO?
WE ARE SEEKING AN ENTHUSIASTIC, INNOVATIVE, FORWARD-THINKING, AND
INSPIRATIONAL TEAM LEADER AS THE NEXT



CHIEF BUILDING OFFICIAL

Salary: 11,558 - \$14,049 Monthly

\$138,703 - \$168,594 Annually

Plus an attractive benefits package

OPEN UNTIL FILLED



THE CITY

Founded in 1849 and incorporated in 1983, the City of East Palo Alto has an approximate population of 29,143 people. A pleasant city with a moderate climate with 59° - 77° temperatures and 2.5 square miles with open space and parks, it's located in the heart of Silicon Valley, with close proximity to the San Francisco and San Jose International Airports. East Palo Alto has excellent private schools and progressive public school district, a culturally diverse community with a rich historical heritage, and a friendly residential community and small-town family-oriented atmosphere.

THE DEPARTMENT

The Building and Code Enforcement Division is a crucial part of East Palo Alto's Community Development Department responsible for ensuring that the construction and development, quality of life, permit issuance, plan review, field construction inspections and enforcement of municipal codes complies with applicable federal, state laws rules regulations and EPA's municipal code.

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.

THE POSITION

If you thrive in a fast-paced environment, work well under pressure, and bring innovation, and a positive effective attitude to your work, you may be the next Chief Building Official for the City of East Palo Alto. The Chief Building Official plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex support related to all programs and activities of the Building Division.

In addition, this position administers Building Code activities; manages the effective use of the City's permit processing, plans examination, building inspection, and code compliance resources to improve organizational productivity and customer service. The incumbent will provide highly complex and responsible support to the Community and Economic Development Director and in areas of expertise; and perform related duties, as assigned.



THE IDEAL CANDIDATE

The ideal candidate will:

- Provide leadership that inspires and encourages employees to grow and excel.
- Possess the ability to develop, implement and reach goals, objectives, policies, and priorities for the division while considering the budget.
- Provide clear concise communication and direction on all forms of interaction with fellow employees and stakeholders.
- Show compassion and integrity to fellow employees and the community.
- Be ethical, self-motivated, adaptable, organized and comfortable working in a dynamic and team-oriented environment.
- Exercise sound professional judgment in recognizing and handling politically sensitive issues of public interest.
- Establish, monitor, and assist in the development of Division mission, vision, goals, objectives, and priorities.



- Provide a clear understanding of the City Council priorities.
- Be a problem solver who can resolve issues as they arise.
- Bilingual proficiency is highly desired.

QUALIFICATIONS

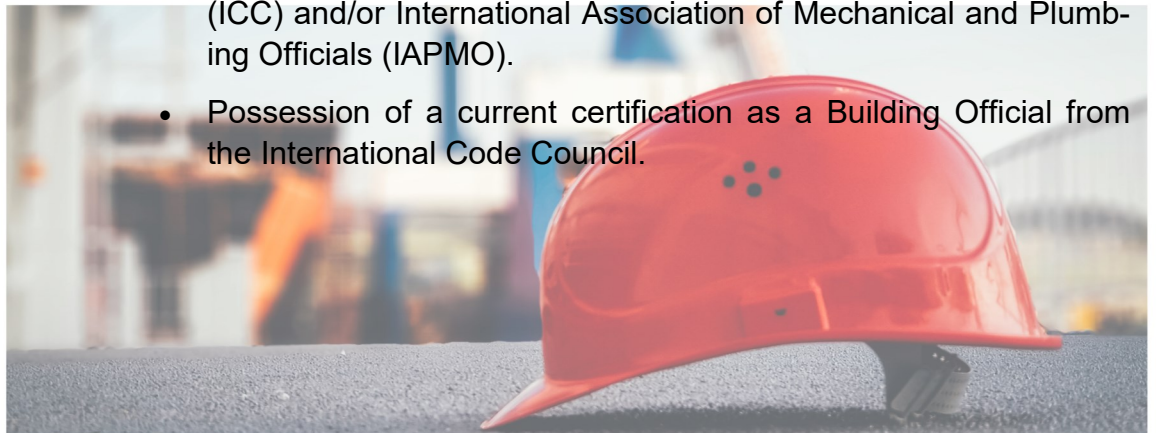
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to 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.

License 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

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and within the range of \$11,558 - \$14,049 monthly/ \$138,703 - \$168,594 annually. The City of East Palo Alto provides an attractive comprehensive benefits package that includes the following:

Health benefits: For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee only Kaiser Coverage and 65% Dependent Coverage up to the Kaiser Coverage Plan. Plus, an HSA contribution of \$2,000 per year prorated to the date of hire.

Dental insurance: is through Delta Dental. The city pays full cost for employees only.

Vision: Supplemental Insurance with VSP (employee paid)

Long Term Disability: City paid.

Life Insurance: The City pays for coverage of Basic Term Life: \$100,000 Divison- Managers

Retirement: CalPERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution CalPERS New Members—2% @ 62 formula Employee pays 6.75% employee contribution. * Three (3) year average final compensation

Sick Leave: 3.7 hours biweekly

Vacation: Accrual ranges from 80 – 200 hours per year based on years of continuous service with the City

Holidays: 13 Paid Holidays per year

Management Leave: up to sixty (60) hours of Management Leave annually for those employees who are exempt from the overtime provisions of the FLSA.

Bi-lingual Pay: Additional \$50 / pay period. English/Spanish for qualifying individuals and positions after passing bilingual test.

Tuition reimbursement: \$500 - \$1,000 per year

Deferred Compensation Plan: The City offers an optional 457 Plan through Mission Square.

Employee Assistance Program: The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

Flexible Spending Plan: Voluntary pretax employee contributions up to \$2,650 for health care expenses and up to \$5,000 for dependent care expenses per year.

HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. <https://www.calopps.org/city-of-east-palo-alto>. or scan the QR code.

Please submit a cover letter and a focused resume detailing recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with the completed application. All materials must be included to be considered as a candidate.

This position is OPEN UNTIL FILLED

Candidates with a disability who may require special assistance in any phase of the recruitment process or inquiries about the position shall be directed to Danielle Oliveira from Muchmore Than Consulting at danielle@muchmorethanconsulting.org.

THE CITY OF EAST PALO ALTO IS AN EQUAL OPPORTUNITY EMPLOYER



Recruitment Services
Provided by:

