

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: \$152,573 - \$185,454 Annually

\$12,714 - \$15,454 Monthly

PLUS A \$22,500 INCENTIVE PACKAGE

OPEN UNTIL FILLED



THE CITY

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983, the residents decided to incorporate as East Palo Alto. The population is approximately 31,500, with an area of 2.5 square miles. It is in close proximity to the San Francisco and San Jose International Airports. East Palo Alto has excellent private schools and a progressive public school district, a culturally diverse community with a rich historical heritage, and a friendly residential community with a 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; and 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 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 the Division's mission, vision, goals, objectives, and priorities.
- Provide a clear understanding of the City Council's 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 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 \$12,714 - \$15,454 monthly/ \$152,573 - \$185,454 annually.

Bonus incentive package: The package is broken down into three one lump sums. \$7,500 upon hire. \$7,500 after one -year of service with a satisfactory or better performance evaluation. In addition to, \$7,500 after two– years of service with a satisfactory or better performance evaluation. Totaling \$22,500 in bonus pay.

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 is prorated to the date of hire if enrolled in the Kaiser high deductible plan.

Dental insurance: is through Delta Dental. The city pays the 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 Division-Managers

Retirement: PERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution PERS 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.

Bilingual Pay: Additional \$50 per pay period for those asked to translate in languages other than English in order to perform assigned job duties. Incumbent will be required to pass a 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.

SELECTION PROCESS

Each candidate's background will be evaluated based on the information submitted. Only the most qualified candidates will be invited to the next phase in the recruitment 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.



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-east-palo-alto>. or scan the QR code below.

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.

The City of East Palo Alto 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 or inquiries about the position shall be directed to Danielle Oliveira from Muchmore Than Consulting at:

danielle@muchmorethanconsulting.org.

Recruitment services provided by:



Muchmore Than Consulting



SCAN ME



THE CITY OF EAST PALO ALTO IS AN EQUAL OPPORTUNITY EMPLOYER