



CANDIDATE CONNECT
Bureau Manager – Superintendent of Building and Safety

LONG BEACH
COMMUNITY
DEVELOPMENT

CITY OF
LONG BEACH

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AGENDA

- Introductions
- City Overview
- Department Overview
- The Schedule
- Benefits
- The Role & Requirements
- Goals, Objectives, & Attributes
- How to Apply
- Questions

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INTRODUCTIONS:

CHRISTOPHER KOONTZ

Director – Community Development

TRUONG HUYNH

Deputy Director – Community Development

APRIL APODACA

*Manager – Administrative and Financial Services
Administrative and Financial Services Bureau*

KASSANDRA SOTO

*Administrative Analyst II
Administrative and Financial Services Bureau*



WHY THE CITY OF LONG BEACH

Great things about working in the Building and Safety and Code Enforcement fields here in the City of Long Beach:

- No two days on the job are the same.
- Home to an airport, seaport marinas and beaches with associated projects unique to this landscape.
- Home to high-rise and mid-rise development, space-related industrial manufacturing, logistics, alternative energy and other technical and challenging projects.
- A state leader in ADU activity.
- A large existing building stock.
- A robust public investment plan.
- A Permit Center operation that brings city development services together in one location across disciplines and departments.
- A diverse City and customer base.
- A diverse full-service City workforce



COMMUNITY DEVELOPMENT DEPARTMENT

WHO WE ARE:

Community Development provides services related to planning, building and safety, code enforcement, affordable housing, neighborhood improvement, and historic preservation to help create and maintain more safe, sustainable, and livable neighborhoods.

VALUES VISION:

A leader in the delivery of effective community development services.

MISSION:

A team of dedicated experts who work with our community to build and sustain a safe, resilient, and equitable Long Beach.



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COMMUNITY DEVELOPMENT DEPARTMENT

VALUES:

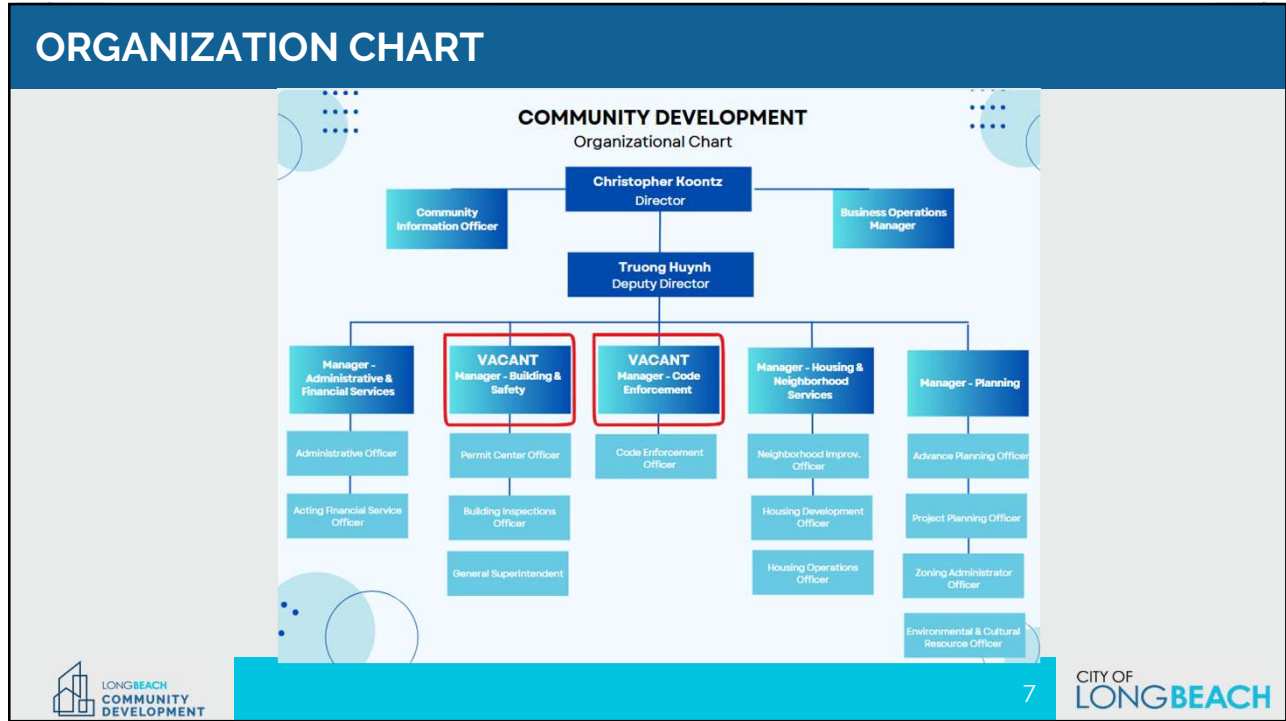
- **Teamwork:** Working in a cohesive and unified manner to share our expertise in the provision of services.
- **Customer Service:** Providing timely, transparent, and innovative service that meets customer needs while ensuring health and safety.
- **Communication:** Providing regular, intentional, clear, and consistent information and outreach to ensure an understanding of Department processes and mission.
- **Professionalism:** Conducting oneself with respect, fairness, and consideration for others.
- **Accountability:** Holding ourselves and customers to the standards in place, admitting and addressing mistakes, and providing reliable and transparent service.
- **Adaptability:** Embracing change and meeting challenges with flexibility and creativity.
- **Lifelong Learning:** Ensuring staff have ongoing training, education, and cross-training opportunities in order to retain institutional knowledge and build capacity for innovation.



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SCHEDULE

WORK SCHEDULE:

- **5/40 Schedule**
Standard 40-hour workweek (5 days, 8 hours each).
- **9/80 Schedule**
Eligible for a 9/80 schedule with management approval (work 80 hours over 9 days, with every other Friday or Monday off)

HYBRID OPTION:

- **Eligibility:** May be available after 6 months.
- **Telecommuting:** Community Development does not offer 100% remote work.




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MANAGEMENT BENEFITS

- Transportation Allowance
- Retirement
- Health and Dental Insurance
- Life Insurance
- Disability Insurance
- Management Physical
- Vacation, Sick, Personnel, and Executive Leave
- Deferred Compensation Plan
- Classic CalPers Members
- Flexible Spending Account (FSA)
- Flexible/Hybrid Work Schedule: Available (subject to City Manager approval).
- Paid Parental Leave



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POSITION:

BUREAU MANAGER – SUPINTENDENT OF BUILDING AND SAFTEY

Building and Safety Bureau

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THE BUREAU

PURPOSE:

The Building and Safety Bureau (Bureau) ensure public health, safety, and welfare through enforcement of municipal ordinances, state statutes, and federal laws. The Bureau serves as a trusted public resource, working to maintain the integrity, safety, and long-term viability of the built environment in Long Beach.

ORGANIZATION STRUCTURE:

The Building and Safety Bureau Manager leads the overall strategic direction and operations of the Bureau. The Bureau is comprised of 3 divisions that consist of **96.40** budgeted FTEs:

- **Permit Center Division.** Oversees public counters, permit processing, and customer service.
- **Engineering/Plan Review Division.** Reviews construction plans for compliance with safety and building codes.
- **Inspection Division.** Conducts field inspections and ensures code compliance in active construction.



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THE ROLE

KEY RESPONSIBILITIES:

- **Enforcement and compliance.** Ensure adherence to municipal ordinances, state statutes, and federal construction laws by overseeing plan reviews, permit issuance, and inspection services.
- **Strategic leadership and bureau management.** Provide direction for the Bureau's 3 divisions by developing policies, setting goals, and monitoring performance metrics.
- **Process optimization and innovation.** Implement modern construction technologies and electronic plan review systems to improve efficiency in permit processing and project tracking.
- **Public engagement and stakeholder collaboration.** Act as the primary public-facing official for the Bureau by collaborating with industry professionals, community groups, and other regulatory agencies.
- **Resource management and staff development.** Allocate resources effectively to meet service demands by recruiting, training, and retaining skilled staff to maintain operational excellence.



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DESIRABLES:

THE IDEAL CANDIDATE:

- Visionary leader with extensive managerial experience in building safety, strong communication skills, and a commitment to public service.
- Experience in budgeting, resource allocation, and performance management.
- In-depth knowledge of building codes, safety standards, and construction regulations.
- Creative problem-solver with the goal of reducing redundancies, increasing collaboration and efficiencies, and stewarding projects through the development process.
- Ability to take initiative and provide a strong leadership, building effective relationships, exercising exceptional judgment, exhibiting a team orientation and displaying uncompromising integrity.



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GOALS FOR THE POSITION

GOALS:

First 180 days:

- Assess current Bureau operations, staffing, and resource allocation.
- Strengthen internal team dynamics and clarify roles and responsibilities.
- Identify opportunities to streamline plan review, permitting and inspection processes.
- Improve customer service protocols and communication with stakeholders.
- Engage with City leadership, developers, and industry professionals.
- Foster collaboration with key agency partners: Planning, Fire, Public Works, Health, Code Enforcement, Financial Management and Utilities.
- Set measurable goals for Bureau modernization and efficiency improvements.
- Develop a roadmap for new initiatives and long-term strategic planning.



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ATTRIBUTES

What we are looking for in a manager:

- Excellent project management/technical skills.
- Highly organized multi-tasker.
- Strong time management skills.
- Excellent written and verbal communication skills.
- Consistently exercises good judgment.
- Self-motivated and results oriented.
- Direct communicator with superior interpersonal skills.
- Collaborative and inclusive management style.
- Dedicated to quality customer service.
- Creative, strategic thinker.
- Ethical and integrity based.
- Advanced analytical skills.



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HOW TO APPLY:

MANAGER – BUILDING & SAFETY:



- Filing Deadline: **Monday, March 17, 2025**
- www.governmentjobs.com/careers/longbeach
- Please submit a cover letter and resume with your application in PDGF format. Incomplete applications will not be considered.
- Email DV-Jobs@longbeach.gov with any questions.



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Thank you

Community Development Department
DVJobs@longbeach.gov

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