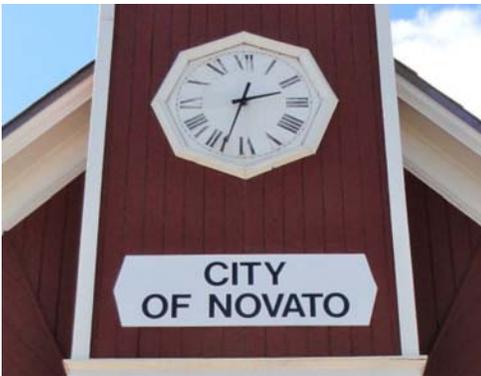




# CITY OF NOVATO CALIFORNIA

*is recruiting for a*

## CHIEF BUILDING OFFICIAL



### ● ● ● ● A LASTING LEGACY ... A VISION FOR THE FUTURE

*The City of Novato is seeking a Chief Building Official (CBO) to provide positive leadership, strong management and administrative expertise to the City's Building Division. The CBO will create an environment that emphasizes service through mentoring of young, talented staff, effective utilization of operational systems, processes, and technology. The ideal candidate is an innovative thinker. The candidate will thrive on working closely with sophisticated and engaged residents who value the beauty of Marin County and Novato's small-town character. We welcome you to join our team and help advance the quality of life within the Novato community!*



## THE POSITION

This position serves as the City's Chief Building Official and represents an outstanding opportunity for a progressive, energetic, and dynamic leader to provide management direction to the Building Division. The Chief Building Official oversees plan checking and issuance of permits, and construction inspections for compliance with basic safety standards and codes. The Chief Building Official makes code interpretations in complex and unclear cases, establishes schedules, and coordinates the plan checking and building inspection procedures and timeframes of the City. The position also helps coordinate various City departments and special districts throughout the plan check and inspection phases of the development review process; and assists in budget, fee development, and administration. This requires a track record of sound decision making in considering complex and sensitive building safety issues. Effective communication and problem-solving skills are key elements to this position. Interaction and presentations to the City Council representatives of the design and contracting fields, and civic engagement are key elements to this position. The ability to develop and maintain strong and effective professional relationships with all of these constituents will be critical to success in this assignment.

As a Division Head, this position reports directly to the Director of Community Development. It is expected that the new Chief Building Official will be technologically-adept with strong project management skills and experience building relationships with staff and the community.

Overall, the Chief Building Official will need to be a problem solver with an eye to resolving issues through a lens of improved efficiency, effectiveness, and customer service.

Key initiatives for the Department in the upcoming years include:

- Expansion of on-line permit offerings.
- Training of field inspectors and permit technicians to improve technical expertise and customer service.
- Leading initiatives to improve the Division's ability to serve all constituencies equally well.



## THE COMMUNITY

One of the Bay Area's premier communities, Novato is located in Marin County 29 miles north of San Francisco. The second largest city in the County, Novato has a current population of approximately 55,000 and covers 28 square miles. The community fosters a small-town atmosphere due to its low population density, high amount of open space and parks, and engaged community members. Novato residents enjoy a thriving and family-oriented community with abundant educational, recreational, retail, and business opportunities. Residents are actively involved in important local decisions about quality of life issues and the future direction of their city.



## IDEAL CANDIDATE PROFILE

The City of Novato is looking for a Chief Building Official who can lead the division in achieving its goal of becoming the most professional and responsive building team in the region. We are seeking a results and service oriented candidate who is respected within the profession and possess a proven track record of proactive, responsive and informative service delivery. The individual will have a history of delivering positive contributions in making change, modernizing processes, implementing new technology, mentoring staff and providing exceptional service.

**Building Official Experience.** The new Chief Building Official will demonstrate the ability to make collaborative and creative recommendations that are well thought out and consistent with the community’s vision. The management of complex projects, and ability to overcome obstacles and work cooperatively with the management team is essential. Professionalism, responsiveness and dedication to public service and the division's mission are expected attributes.

**Relationship Based.** The Chief Building Official will work collaboratively and effectively with the development and residential community and with the department management team. The individual will build trust and respect based on shared core values consistent with the City operation and the community. The ability to create and foster a climate of positive customer service, progressive mentorship and teamwork is essential.

**Creative and Innovative.** The Chief Building Official will have the opportunity and the expectation to innovate and create. Investments in new technologies to support permitting and inspections are planned, the implementation of which will require re-thinking of business practices and training of employees.

**A work style that is even tempered energetic, team-oriented, and participatory.** The position will need to work closely with City staff, residents, the business community and the broader community. The position requires an individual with strong presence, confidence, and must be a “people-person.” In Novato’s fast paced work environment, the candidate must enjoy juggling a multitude of priorities while retaining a sense of humor and personal balance.

## CORE VALUES

Team Work | Excellent Customer Service | Ethical Behavior | Honesty and Integrity | Fiscal Responsibility | Respect for All  
Setting and Focusing on Priorities | Open Government | Community Involvement

## THE ORGANIZATION

The City of Novato was incorporated on January 20, 1960 as a general law City with a Council/Manager form of government, made up of five members, elected from 5 districts serving four-year terms. The Mayor is selected for a one-year term from among the members of the City Council and the Council appoints the City Manager and City Attorney.

The City delivers administrative, police, community development, parks, recreation and community services and public works services through a current 208 full-time employees in five departments. Fire protection and paramedic services are provided by the Novato Fire Protection District. Other services, such as water distribution and waste management, are provided by special districts.

For the fiscal year 2019-2020, the City’s proposed General Fund budget is approximately \$34.3 million.

The organization is led by a creative and forward-thinking Executive Management Team comprised of experienced public service professionals, some having several years with the organization and others who are relatively new to Novato. At the helm is Adam McGill, who joined Novato in 2017 as Police Chief and was appointed as City Manager in 2019. Vicki Parker, a seasoned manager, serves as the Community Development Director.

Novato encourages employees to challenge themselves and particularly values self-starters. The City also looks for individuals who can work with minimal direction and who have a commitment to the public sector.

Novato approaches problem solving through an interest-based approach. The City’s organizational culture is friendly, service-oriented, fast-paced, and eager for new technology and employees with strong customer service skills, respect for the City Council and citizens, and the ability to juggle a multitude of priorities while retaining a sense of humor are traits that are also vitally important to Novato.

## SELECTION PROCESS

All resumes, cover letters, and applications will be reviewed and those candidates who possess the most relevant qualifications for the position will be invited to continue in the selection process.

The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative.

Final candidates may be requested to provide samples of various work products.

## APPLICATION AND RECRUITMENT SCHEDULE

To apply online for this position, please go to: [novatojobs.org](http://novatojobs.org)

Deadline to apply: **April 12, 2020 at 12:00 p.m.**

922 Machin Avenue  
 Novato, California 94945  
 415.899.8900 main  
 415.899.8213 fax  
[www.novato.org](http://www.novato.org)  
[HR@novato.org](mailto:HR@novato.org)



### THE COMPENSATION

*Salary is currently under review*

<b>Monthly Salary</b>	\$9,188 to \$11,168*	
<b>Monthly Contribution toward Benefits</b>	Up to \$1,975	
<b>CalPERS</b>	2% at 55**	
<b>Annual Vacation Accrual</b>	First Year	2 weeks
	After 2 Years	3 weeks
	After 5 Years	4 weeks
<b>Executive Leave</b>	90 Hours	
<b>Leave Redemption</b>	Yes	
<b>Annual Sick Leave Accrual</b>	108 hours	

\*The successful candidate will be hired within the salary range at a level commensurate with their experience.

\*\*The City participates in the California Public Employees' Retirement System (CalPERS). Classic Employees – 2% @ 55, Employee pays 7.5%; New Members – 2% @ 62, Employee pays 6.25%. Average of 3 highest years (36 months) for employees hired after 9/25/11.



### MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

Equivalent to the completion of the twelfth grad supplemented by college level course work in architecture, construction technology, civil engineering or a related field. A Bachelor's degree is highly desired.

#### Experience:

Five years of increasingly responsible experience in the design, construction and inspection of public, commercial, industrial and residential buildings including two years of supervisory responsibility.

#### License:

Possession of I.C.C. certification as a Chief Building Official.

Possession of, or ability to obtain, an appropriate, valid driver's license.