THE CITY OF SACRAMENTO SEEKS A CHIEF BUILDING OFFICIAL (CBO) with strong project management skills and a substantial background in building inspection and construction. The City is looking for someone with exceptional interpersonal skills, who enjoys mentoring and leading others and building positive relationships with other City departments, community clients, design professionals, and contractors. The CBO will oversee the Building Division within the Community Development Department, which provides permit issuance, plan review, and building inspection services. The next CBO will be an excellent mentor to staff, facilitate professional correspondence with customers, and welcome alternative ideas and solutions. This is a stimulating career opportunity to lead a dynamic team of approximately 80 staff and focus on collaboration and partnership to provide the best possible services to the City. If you have a background in providing excellent customer service, building partnerships, and improving processes and want to foster an innovative workplace, apply today!
THE CITY

Sacramento is a charter city operating under the council/manager form of government. The City Council consists of eight members, elected by District, and a directly elected Mayor who serve overlapping four-year terms. The City Council is the legislative body responsible for the overall policies and direction of the City. The Council appoints the City Manager, City Attorney, City Clerk, City Treasurer, City Auditor and Office of Public Safety & Accountability. Sacramento provides a full array of municipal services including public safety (police and fire); community development; economic development; public works; community response; utilities; convention & culture services; youth parks and community enrichment; and the traditional internal management support functions (finance, information technology, and human resources/labor relations). With an annual budget of $1.3 billion for operations and capital improvements and a combined General and Measure U fund budget of $678 million, 17 departments and offices, 4,883 full-time equivalent employees provide a full range of municipal services to a population of approximately half a million.

THE COMMUNITY

Sacramento, California is a metropolitan city where you will find cultural attractions to inspire you, cutting-edge cuisine to impress you, and history to enrich you. Located at the confluence of the Sacramento and American Rivers, Sacramento provides an abundance of rivers, trails, and parks for recreational activities such as hiking, biking, fishing, and much more. As the sixth-largest city in California and the state capital, it is a metropolitan hub known as the state’s political center as well as an ideal location to work, live, and raise a family. Sacramento is centrally located and has a diverse population and a wide array of year-round activities.
THE DEPARTMENT + DIVISION

The Community Development Department, comprised of approximately 300 staff, has four divisions providing Planning, Building, Code Enforcement, and Animal Care Services, with a fifth division providing internal Administrative Services to the department. The Building Division is made up of approximately 80 staff and operates on a FY22 budget of approximately $16.7M. The Building Division helps plan, build, and maintain a thriving city and is one of the largest in the state, processing on average 20,000 permits per year. The goal is to partner together with internal and external customers to ensure a safe, growing, and lively Sacramento. The Building Division focuses on permit issuance, plan review, and building inspection services and is committed to protecting public health and safety by regulating construction and development by providing building permit services and development project management services.

The Building Division has an innovative approach to project management for development projects that provides developers with a dedicated project manager assigned as the point of contact throughout the entirety of the project. This helps to provide project continuity, customer service, and timeliness and has been a key element to maintain positive relationships with the external building community in the region. The key types of buildings often seen in the City include high-rise buildings, arenas, stadiums, multi-family housing units and residential planned developments (both in-fill and green-fill), hotels, and historic buildings.

To see more about the City’s Building Division, visit: BUILDING DIVISION

THE JOB/IDEAL CANDIDATE

The CBO Oversees the Building Division in the Community Development Department serving as the principal enforcement officer of the building and housing codes of the City. The CBO works to train and support staff, establishing responsibilities and setting goals. The successful candidate will oversee various boards and commissions and will also lead the Development Cabinet, working closely with the Planning Division, the Public Works Department, Utilities Department, and Fire Department, making collaboration skills essential. They are fiscally minded, as this role involves preparing the Division’s budget, overcoming funding limitations, and analyzing financial reports.

The ideal candidate is an excellent communicator who is highly responsive with a strong customer service focus and has the emotional intelligence and political savvy to build relationships and manage expectations. The CBO will be an experienced leader who builds and mentors staff and is creative and flexible and an excellent problem solver. They are open to new ideas and encourage collaboration among staff. The ideal candidate has exemplary communication skills, especially when responding to customers and interacting with community members. The City is looking for a CBO who is able to interpret the code in a way that responds to evolving technologies and market conditions, while ensuring the protection of public health and safety of its constituents. They have experience with innovation, technology, and process improvements and are eager to serve as a visionary leader.
THE IDEAL CANDIDATE WILL ALSO...

- Foster a favorable reputation among community members.
- Find a balance between enforcing codes and providing excellent customer service.
- Be a strong project manager.
- Listen to alternative ideas and dissent.
- Thrive in a dynamic work environment.
- Have negotiation, conflict resolution, and interpersonal skills.
- Demonstrate solid public speaking skills.
- Mediate and resolve complex technical issues in a timely manner.
- Ensure safe buildings and a positive development environment for the City.
- Understand construction requirements, practices, and regulations.
- Have in-depth knowledge of the California Title 24 Building Standards, State Housing Law, Labor Code, Business and Professional Code regulations for engineers, architects, and state contractor regulations.
**MINIMUM QUALIFICATIONS**

- Eight years of progressively responsible experience in the field of building inspection and construction, including four years of project management and supervision and five years’ experience in the design and construction of buildings.
- A Bachelor’s degree from an accredited four-year college or university with major course work in either a construction-related field such as engineering or construction management, or a management-related field such as public or business administration.
- Possession of a valid California Class C Driver’s License.

- Proven 45 hours of continuing education in the last three years, with at least eight hours regarding disability access requirements.
- Certification from a recognized state, national, or international association determined by the City. Certification shall be closely related to the primary job functions such as:
  - Possession of an International Code Council (ICC) certification as a:
    - Plans Examiner,
    - Building Inspector, or
    - Certified Building Official (CBO).

**UPCOMING PROJECTS, CHALLENGES, + OPPORTUNITIES**

**COMPREHENSIVE SITING PLAN:** Coordinating with other City Departments to provide space for various types of shelters for people experiencing homelessness.

**NEW BUILDING ELECTRIFICATION ORDINANCE** and developing a pathway for existing building electrification.

**HELP LEAD THE CITY’S PUBLIC-PRIVATE PARTNERSHIP** for the construction and operation of a new Major League Soccer stadium (rebrand.ly/359473).
SALARY + BENEFITS

Annual Salary: $125,302–$164,408 and an attractive benefits package that includes:

RETIREMENT/PENSION  2% @ 55 retirement formula for Classic PERS members; 2% @ 62 retirement formula for new enrollees to PERS.

HEALTH INSURANCE  Medical, Dental, Vision Care, and EAP benefits are offered through the City. The City offers three medical providers and provides a contribution towards medical, dental, and vision premiums. Medical, Dental, Vision Care, and EAP benefits are offered to all regular employees and their eligible dependents.

OTHER INSURANCE  Group Life and Disability Insurance.

DEFERRED COMP  City sponsored 457 Deferred Compensation Plan administered by Nationwide.

FLEXIBLE SPENDING ACCOUNT  The City offers a Healthcare, Dependent Care and Transportation FSA.

VACATION  80–160 hours per year; accrual rate based on years of service.

LEAVES  80 hours of management leave at the beginning of each calendar year; up to 96 hours of sick leave per year. Leave hours are prorated for new hires.

HOLIDAYS  13 designated days and 2 floating holidays per year.

TECHNOLOGY STIPEND  Up to $100 per month.

VEHICLE STIPEND  $250 per month.

HOW TO APPLY

For first consideration, APPLY IMMEDIATELY as interviews will take place as qualified candidates are identified. Apply at: wbcpinc.com/job-board/ by submitting a resume and cover letter.

Please contact your recruiter, Sam Sackman, with any questions:

541.630.0657 (Direct)
866.929.9227 (Toll Free)
sam@wbcpinc.com

The City of Sacramento is an equal opportunity employer encouraging workforce diversity. Applicants can learn more about the City’s current diversity, equity, and inclusion priorities and initiatives here.

The City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment. Candidates seeking an accommodation from this requirement will be considered on a case-by-case basis.