



City of Anaheim
Assistant Building Official

SALARY	\$61.81 - \$92.71 Hourly \$128,558.00 - \$192,838.00 Annually	LOCATION	City of Anaheim, CA
JOB TYPE	Full Time	JOB NUMBER	2026-00085
DEPARTMENT	Planning & Building	OPENING DATE	04/27/2026
CLOSING DATE	5/29/2026 5:00 PM Pacific		

Description

The **City of Anaheim, Planning & Building Department** seeks an experienced and dynamic **Assistant Building Official** to supervise and coordinate plan check, permitting, and related program activities and operations within the Planning Department. The successful candidate will coordinate assigned activities with other divisions, outside agencies, and the general public, and provide highly responsible and complex staff assistance to the Building Official. The successful candidate will be an integral member of the Building Division team as we continue to work hand and hand with [ocV!BE](#) as they progress with their \$4 billion Entertainment and Housing Development. In addition to the excitement around the [ocV!BE](#) project, we continue to partner with the Disneyland Resort on their in-park capital improvement projects and the upcoming [Disneyland Forward](#) development. Anaheim is an exciting, challenging, and forward-thinking City, and we welcome someone who will show creativity in reviewing and approving unique and thoughtfully designed projects.

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Coordinate the organization, staffing, and operational activities for plan check, permitting, and related program activities and operations.
- Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Direct, coordinate, and review the work plan for assigned plan check, permitting, and related program services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Participate in the selection of division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned program budgets; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Supervise and coordinate the review, examination, and evaluation of building construction plans and specifications submitted to the City for residential, commercial, and industrial structures, additions, alterations, and repairs to ensure design integrity and compliance with building codes and requirements.
- Supervise and perform engineering, energy compliance, seismic, and other reviews of building construction; check building plan structural calculations; research background information applicable to submitted plans.
- Make field inspections and visit job sites to resolve issues.
- Coordinate permitting, code interpretation, and related activities with those of other divisions and outside agencies and organizations.
- Provide staff assistance to the Building Official; participate on a variety of committees; prepare and present staff reports, technical reports, and other correspondence as appropriate and necessary.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal building and safety, permitting, and plan checking; incorporate new developments as appropriate into programs.
- Perform related duties as required.

Qualifications

Experience and Education: Five years of responsible experience in construction management, engineering, plan checking, or building inspection, including one year of administrative and/or lead supervisory experience supplemented by a Bachelor's degree from an accredited college or university with major course work in construction management, civil engineering, architecture, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operational characteristics, services, and activities of a complex building plan checking, and permitting program; modern and complex principles and practices of structural, mechanical, and electrical engineering design; methods and techniques of building construction; principles of municipal budget preparation and control; principles of supervision, training, and performance evaluation; principles and procedures of record keeping; principles of business letter writing and report preparation; modern office procedures, methods, and equipment including computers; computer

applications such as word processing, spreadsheets, and statistical databases; pertinent federal, state, and local laws, codes, and regulations.

Ability to: Coordinate and direct a comprehensive and complex permitting and plan checking program; supervise, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; recommend and implement goals, objectives, policies and procedures for providing plan checking and inspection services; understand the organization and operation of the department and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; participate in the preparation and administration of assigned budgets; plan and organize work to meet changing priorities and deadlines; effectively represent the division to outside individuals and agencies to accomplish the goals and objectives of the unit; work cooperatively with other departments, City officials, and outside agencies; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility; read and interpret complex maps, plans, sketches, schematics, diagrams, and blueprints; apply engineering and architectural principles and practices to resolve problems with technical construction objectives; interpret and explain departmental policies and procedures; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Supplemental Information

License/Certification Required:

- Possession of registration as a Professional Engineer or Licensed Architect in the State of California.
- Possession of an appropriate, valid driver's license.
- Possession of registration as a Certified Building Official is desirable.

IMPORTANT APPLICATION INFORMATION AND INSTRUCTIONS

Applications will be accepted until **Friday, May 29, 2026 at 5:00PM**. Applicants are encouraged to apply early. Applications will not be accepted after this deadline.

The selection process will consist of a minimum of skills examination and oral interview.

The eligibility list established from this recruitment may also be used to fill the current and/or additional vacancies throughout the City.

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application.

The successful candidate will be required to undergo a reference / background check (to include a conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communications by any other method.

Resource Links:

[Board for Professional Engineers, Land Surveyors, and Geologists](#)

[California Building Officials](#)

Equal Opportunity Employer