

THE CITY OF
SAN BERNARDINO
CALIFORNIA



INVITES APPLICATIONS FOR THE POSITION OF
BUILDING OFFICIAL (U)

RECRUITING SERVICES PROVIDED BY **BH**
Bob Hall & Associates

THE COMMUNITY

Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland-Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 81 square miles and has a diverse population of over 222,000.

Several highly regarded educational institutions are located within or in the nearby area; California State University, San Bernardino is located in the northwestern part of the City, and San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College as well as Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title. The San Manuel Baseball Stadium, located in downtown San Bernardino, is the home park for the Inland Empire 66ers of San Bernardino. Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields. The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra is one of the oldest and most prestigious in the region.

CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be Governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community Development & Housing, Economic Development, Finance & Administrative Services, Human Resources & Risk Management, Information Technology, Parks, Recreation, & Community Services, Animal Services Department, Police, and Public Works Departments.

The City's Adopted FY 2023/24 operated budget is \$200.7 million with a Capital Improvement Program budget of \$168.1 million to date and it employs 700 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.



POSITION SUMMARY

Under direction, the Building Official manages, organizes, integrates, and directs the work of subordinate building inspection and plans examination staff. Oversees a comprehensive set of municipal building inspection and engineering plan check programs to ensure compliance with all applicable codes and ordinances and coordinates assigned activities with other divisions, departments, and outside agencies.



JOB RESPONSIBILITIES

- Plans, organizes, supervises, and evaluates the work of building division staff; develops, implements, and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to effectively complete building inspection and plan check operations and achieve division and City goals, objectives, and performance measures consistent with the City's quality and service expectations and budget.
- Plans, directs, manages, evaluates, and oversees the City's building inspection, permit processing, and plans examination operations and activities to ensure proper enforcement of federal, state, and local building, housing and zoning codes and ordinances.
- Analyzes, develops, implements, and manages building and safety programs/projects and determines their priorities and scheduling; estimates personnel, resources, and time required for program and project completion.

- Ensures proper administration and enforcement of the City's building, zoning, housing, and related safety codes; manages and directs the preparation of new City ordinances and codes and the revision of existing ordinances and codes and code adoption proceedings; interprets, applies, and enforces accessibility, ADA, and energy regulations.
- Determines appropriate acceptance of building materials and procedures for the City; approves building permit extensions and issues Certificates of Occupancy; conducts the most complex and difficult field inspections and plan checks; represents the City in court cases.
- Coordinates division projects and programs with other City divisions and departments; meets with business and community representatives, residents, and other interested parties to encourage action or resolve building and safety problems and issues; interprets the division's functions, policies, and plans to boards, commissions, community groups, contractors, property owners, and the public; assembles necessary resources to solve a broad range of building inspection and plans examination programmatic and service-delivery problems.



IDEAL CANDIDATE

The ideal candidate is a dynamic, strategic leader and excellent communicator who can represent, promote, and market the City through participation with various local, state, and regional business groups and has experience in leading a successful community and economic development team. The successful candidate will possess a high level of technical proficiency and be a collaborative and inspiring staff manager with the desire to mentor and develop new employees while fostering a team-oriented working environment.

The ideal candidate will be a hands-on manager with the demonstrated ability to direct and manage multiple priorities while exercising sound independent judgement, flexibility to adapt to changing priorities, and have the emotional fortitude, astute political awareness, and interpersonal skills to build solid staff and business relationships. The ideal candidate will have a passion for public service, especially serving an underserved community; an entrepreneur who recognizes this opportunity to assist in creating and establishing strategies for branding, reinventing, and stimulating the City of San Bernardino of the future.



EDUCATION

Bachelor's Degree in engineering, architecture, planning, construction technology, or construction management in a municipal building and safety department, or a related field.

EXPERIENCE

Seven (7) years of increasingly responsible professional experience, to include two (2) years of experience in a supervisory or management capacity; or an equivalent combination of education, training and experience.

LICENSES, CERTIFICATIONS, AND EQUIPMENT:

A valid California Class C driver's license is required.

Current, valid certification as a Certified Building Official.

Current, valid certification as a Building, Plumbing, Mechanical and Electrical Plans Examiner from the International Code Council (ICC).

SALARY & BENEFITS

Building Official Salary Range - \$119,517.72 - \$145,261.44

Retirement - Participation in the California Public Employees Retirement System (CalPERS). Classic members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.

Health Insurance - Eligible to receive a City contribution of \$1,125.00 per for Employee Only, \$1,289.00 per for Employee Plus One Dependent, and \$1,724.00 per month for Employee Plus Two or More Dependents to help offset health, dental and vision premiums. Eligible employees who waive all medical, dental, vision, supplemental life, and supplemental AD&D benefits will receive an annual "Health Insurance Waiver Stipend" of \$4,000.00 every first paycheck of December.

Life & Accidental Death and Dismemberment Insurance- The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

Other - Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, and employee assistance program.

BH APPLICATION AND SELECTION PROCESS

Bob Hall & Associates

Open Until Filled | Apply Immediately!

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume to: apply@bobhallandassociates.com.

Please contact Rich Twiss at (442) 347-5082 or Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and preemployment medical exam.

Please apply immediately as this recruitment may close at any time upon receiving enough qualified applicants.

JOB REQUIREMENTS

- Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Functions, practices, trends, approaches, and problem-solving techniques used in municipal building inspection and engineering/building plan check operations.
- Modern methods of building construction, architecture, and structural design concepts.
- Research methods and statistical techniques and applications.
- Principles and practices of effective management and supervision.
- City human resources policies and procedures and labor contract provisions.