



BUILDING OFFICIAL

COUNTY OF MARIN, CA





THE COMMUNITY

Located in the hills northwest of San Francisco, Marin County spans just over 828 square miles and is home to an engaged community of 260,000 residents. The County enjoys a diversified economic base, including a mix of insurance, medical, pharmaceutical, technology, financial, agriculture, and retail employers.

Marin is a desirable place to live and is known for its combination of rural and suburban lifestyles, entertainment and recreational activities, and mild, year-round climate. The County's youth are supported by a strong education system, and higher education is offered by College of Marin, Dominican University, and several other excellent institutions in the area. Marin County includes the incorporated cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon. Around one-fourth of Marin's residents live in unincorporated areas.

Marin's location in the Bay Area is ideal with commutable distances to several neighboring counties. Within the County itself, and in less than an hour's drive, residents can enjoy the majestic coastline and renowned county, state, and national parks, access the vineyards of Napa and Sonoma Counties, and enjoy all that San Francisco offers. Marin offers outdoor enthusiasts a variety of activities, including hiking, mountain biking, camping, golf, horseback riding, sailboarding, surfing, fishing, boating, kayaking, canoeing, etc. The County is also home to 10 popular farmers' markets, with plenty of access to fresh and organic produce and goods.

COUNTY GOVERNMENT

With an operating budget of \$815 million (FY24/25), the County is comprised of 22 agencies and departments with a workforce of over 2,400 positions. It is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts. The Board of Supervisors also appoints a County Executive who is responsible for implementing Board decisions and overseeing the majority of County Departments and operations. County departments focus on the Board's six priority areas: affordable housing and homelessness, climate change resiliency, disaster preparedness, racial equity, capital infrastructure, and County workforce. The County strives to uphold a set of core values: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. These values help to maintain and enhance public trust and help achieve high-quality service outcomes. The County is committed to being a well-managed organization that utilizes the talent of its workforce and the dedication of its residents to succeed.

BUILDING AND SAFETY DIVISION

Reporting to the Director of the Community Development Agency (CDA), the County's Building Official serves as an Agency Deputy Director managing the Building & Safety Division, which consists of a 23-member team responsible for building plan check and inspection services for construction in unincorporated areas of the County. The Division provides customer-focused services for building code administration, plan review, and field inspections of buildings to ensure a safe, accessible, and energy-efficient environment for County residents. The Division is primarily responsible for reviewing all building construction-related applications for conformance with the California Building and Fire Codes and other adopted County Codes to ensure safe and habitable structures within the County. Building Inspection staff are a valuable resource to County residents for building, fire, plumbing, electrical, mechanical, and State and Federal code-related questions, interpretations, and guidance.

With an annual FY 24/25 Budget of \$5.4 million, the Building and Safety Division prides itself on providing quality and equitable service to County residents. The division has issued 896 permits so far in the first quarter of this fiscal year (July 1 to September 15). The division is funded through an enterprise fund and requires careful stewardship of managing revenues in relation to expenditures.

COMMUNITY DEVELOPMENT AGENCY

The Community Development Agency is responsible for building permits and safety inspections, environmental health services, planning services, sustainability and resiliency efforts, affordable housing, and grants administration. With an FY 24/25 operating budget of \$22.5 million and 91 employees (FTE), the Agency is made up of six (6) divisions, including Administration, Planning, Environmental Health Services, Building and Safety, Housing and Grants, and Sustainability.





THE IDEAL CANDIDATE

The County seeks a forward-thinking building professional with a collaborative, team-oriented leadership style. The ideal candidate will have expert knowledge of best practices in building code application, familiarity with permitting technology, and demonstrated success in leading change in a municipal environment. As a key member of the CDA executive team, the Building Official is a meaningful contributor to the department-wide leadership. With a strong customer orientation, this hands-on official will prioritize the community's needs and interests and lead the Division in providing outstanding services. Equity and access will be central considerations in all aspects of the work. As a contemporary building official, they will understand the planning challenges and legal framework facing California communities and the goal of expanding affordable housing opportunities in an equitable and safe manner.

The ideal candidate will display high emotional intelligence and have proven success supervising and leading engaged teams and training staff with various levels of experience. This strategic building professional will understand the importance of developing and

maintaining strong relationships within the County organization and the community to achieve the County's goals. The future Building Official will be a collaborative partner who can work cooperatively with colleagues in other County divisions and departments and with residents and builders to provide the flexibility to achieve their creative visions while ensuring compliance with applicable codes and ordinances.



MINIMUM QUALIFICATIONS

Any combination of relevant experience and education that would provide the knowledge, skills, and abilities to be successful will qualify. Qualified candidates will bring at least five years of increasingly responsible professional experience in building inspection and plans examination, including two years in a supervisory or administrative capacity, along with a Bachelor's degree in Construction Management, Engineering, Architecture, Public Administration, or a related field. Certification as a Building Official by the Council of American Building Officials (CABO) or other recognized authority or registration as an Architect, Civil Engineer, or Structural Engineer in the State of California is required. Candidate must be a Certified Access Specialist (CASP) or obtain certification within two years of appointment.



Application & Selection Process

The closing date for applications is midnight on **Sunday, December 15, 2024**. To apply for this opportunity, upload cover letter, resume and a list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to participate in additional interviews with Marin County in January 2025. A timely appointment is anticipated following final interviews and after the completion of thorough background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

COMPENSATION & BENEFITS

The salary range for the Building Official is \$168,355 - \$185,619. The County also offers a highly competitive benefits package that includes the following:

Retirement: A defined benefit retirement plan governed by the County Employees Retirement Law of 1937 (CERL), which can be reciprocal with other California county requirement systems as well as with the CalPERS and CalSTRS retirement systems. For more information: www.mcera.org and <https://www.mcera.org/employers/new-hires>. The County does not participate in Social Security except for mandatory Medicare contributions.

Holidays: 12 paid holidays and 2 floating holidays per fiscal year.

Vacation Leave: Starting at 15 days accrued per year and increases through years of service.

Sick Leave: Accrues 12 days per year.

Personal Leave: 40 hours per year. May be prorated based on employment start date.

Management Leave: 40 hours per fiscal year. May be prorated based on employment start date.

Health/Dental/Vision Insurance: Cafeteria-style health and welfare benefit plan that allows employees to choose from various health, dental, vision, life, and long-term disability insurance plans.

Retiree Benefits: Medical, dental, vision and life insurance available, subject to eligibility requirements at time of retirement.

Deferred Compensation: Deferred compensation plans (IRS 457 plan) are available for voluntary employee contributions.

Other Benefits: County offers an Employee Assistance Program (EAP), Transportation Benefits, an Employee Wellness Program, and pretax Health Care or Dependent Care Flexible Spending Account.

For additional information about benefits, visit: <https://www.hr.marincounty.gov/our-divisions/employee-benefits-wellness/employee-benefits>.

