

## Compensation and Benefits

The salary range for the Chief Building Official is \$110,219 to \$133,972 annually, DOQ. The City also offers a comprehensive benefits package, which includes:

- ◆ Retirement – CalPERS 2% @ 60 plan (classic PERS employee w/o prior South San Francisco service), CalPERS 2% @ 62 for new members; employee pays employee share of 6.5%; final compensation based on average of 3 years' earnings. City participates in Social Security.
- ◆ Annual Leave – Vacation accrues at 120 hours per year (capped @ 2x annual accrual); 40 hours administrative leave; 13 paid holidays including 1 floating holiday; 8 hours sick leave per month (no cap on accrual).
- ◆ Health & Welfare – City pays premium for Kaiser HMO or Blue Shield HMO, dental, and vision coverage (employee and family). City pays premium for short and long-term disability, \$50K term life insurance policy, 1.5% of salary into Retirement Health Savings account, and childcare subsidy at 50% discount. In addition, free recreation classes; a deferred compensation plan and long-term care plan are available.



## The Process

To apply for this exceptional and unique career opportunity, please submit your cover letter, resume, current salary and contact information including email addresses for five work-related references (who will not be called until mutual interest is established and you have approved the contact) to:

Paul Kimura and/or Cris Piasecki  
Avery Associates  
3½ N. Santa Cruz Ave, Suite A  
Los Gatos, CA  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date for this recruitment is August 22, 2014.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or Cris Piasecki at 408.234.2025.



*The City of South San Francisco*

*invites your interest  
for the position of*

**Chief  
Building  
Official**



## The City of South San Francisco

Located on the San Francisco Peninsula in San Mateo County, South San Francisco occupies the valley formed by the San Bruno Mountains on the north and the Coast Range on the west. With the San Francisco Bay just east of the City, residents enjoy beautiful views of the water and a true sense of identification with the Bay along with impressive views of Sign Hill and San Bruno Mountain.



South San Francisco is a highly commercialized city with a population nearing 65,000 and growing to 100,000 during business hours. It is the fourth largest city in San Mateo County. The City is proud of its diversity, reflecting over 30% Hispanic and 30% Asian residents, and the community is known for its friendly residents, community groups, and volunteerism.

The City is considered the “Birthplace of Biotechnology” and is home to over 2,800 firms and businesses, including Genentech’s headquarters, Amgen, Onyx Pharmaceuticals, and Life Technologies. South San Francisco also offers a high quality of life to its residents with attractive residential areas, well-kept parks, and a beautiful marina and bay trail.

South San Francisco’s extensive transportation infrastructure includes two major north-south freeways, Highway 101 and Interstate 280. In addition, the Bay Area Rapid Transit (BART) provides service to San Francisco International Airport, the city of San Francisco, and the East Bay. In June 2012, a new ferry service was started, providing weekday transit to and from San Francisco, Oakland, and Alameda. The South San Francisco Unified School District has several high-achieving schools.

To learn more about the City of South San Francisco and the surrounding region, please visit the city’s website at [www.ssf.net](http://www.ssf.net).

## City Government

South San Francisco is a general law city and operates under the Council/Manager form of government with a five-member City Council elected at-large to staggered four-year terms in uneven years. The Council annually selects a mayor and vice-mayor from its members during non-election years. South San Francisco is characterized by political stability, longevity of employees, transparency, and a cohesive and fiscally conservative culture. This has resulted in a high level of mutual respect and the progressive working environment with the City Council, the City Manager and city staff.

The City has more than 400 full-time employees and operates on FY 2014-2015 General Fund of more than \$74 million. City Departments include: Police, Fire, Parks and Recreation, Public Works, Economic and Community Development, City Attorney, Library, Finance, Information Technology, Human Resources, City Clerk and Office of the City Manager.

## The Position and the Ideal Candidate

The Chief Building Official (CBO) heads the Building Division consisting of nine staff members. Building is one of three divisions (peer divisions are Economic Development and Housing, and Planning) that operate under the direction of the Economic and Community Development Director. The new CBO is expected to provide positive leadership, strong management and administrative expertise to the City’s Building Division operations. The desire is to create an environment that emphasizes service through effective utilization of operational systems, processes,

and technology, leading to quicker turnaround and greater levels of communication to the customer. The CBO will need strong organizational skills including a participatory, visible and “hands-on” management style.

Consistent with the focus on service is the timely processing of permits and development plans as the economic environment has improved and there is a projected increase in development activity. This also dictates a need to expand staff capacity through mentorship, training and innovative approaches to service delivery.

The ideal CBO for South San Francisco will also be:

- ◆ Experienced – With sophisticated commercial plan review and inspection, including mid-rise and lab construction.
- ◆ Accomplished – Has a history of delivering positive contributions in making change, modernizing processes, implementing new technology and providing exceptional service.
- ◆ Results Oriented – Is focused on achieving results and “getting things done.”
- ◆ Service Oriented – Is well connected and respected within the profession with a proven track record of proactive, responsive and informative service delivery.
- ◆ Relationship Based – Works collaboratively and effectively with the development and residential community and with the city management team. Is able to build trust and respect based on shared core values consistent with the city operation and the community.
- ◆ Ethical, Engaged and Active Leadership – Models high integrity and honesty, is visible and accessible to clients and department staff and actively involves staff in decision-making, communication and organizational development opportunities.
- ◆ Creative – An innovative thinker who demonstrates a willingness to try new and different approaches to the function. Reflects an ability to work towards the “spirit” and safety of the Code, rather than simply the language of the Code.
- ◆ Problem Solver – Provides useful advice, is solutions oriented and is helpful in getting issues addressed and solutions implemented.
- ◆ Technology Savvy – Is resourceful in identifying and using the appropriate technology tools to promote greater efficiency, productivity and effectiveness.
- ◆ Flexible and Adaptable – Is able to handle multiple, shifting priorities in a composed, effective and focused manner.

The CBO will have at least five years of increasingly responsible experience in building inspection, building design, plan checking, or similar fields in a comparable municipality, with at least two years in a supervisory capacity. The position requires education equivalent to an associate’s degree from an accredited college with major coursework in building construction and/or design, civil engineering, architecture, or a related field. Possession of a C.B.O. certification and I.C.C. certification as a combination inspector and plans examiner is required. CASp certification is highly desired.

