

## Compensation and Benefits

The salary range for the Chief Building Official is currently being evaluated through an internal classification and compensation study. 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.
- ◆ Vacation – accrues at a rate of 120 hours per year (capped @ 2x annual accrual).
- ◆ Administrative Leave – This position receives 40 hours administrative leave on an annual basis.
- ◆ Holidays – The City offers 13 paid holidays and 1 floating holiday annually.
- ◆ Sick Leave – Accrual at the rate of 8 hours 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). A negotiated employee contribution of premium cost based on category of coverage (single, two, family) may be effective 7/1/2015. Employees who have medical coverage elsewhere, may waive the City's medical, dental, and vision coverage and elect to have the City pay \$550 per month contributed into a deferred compensation account.
- ◆ Short and Long Term Disability – City pays premium for both programs.
- ◆ Term life insurance policy – City paid \$50k term life policy. Voluntary Supplemental life policy and AD&D available.
- ◆ Deferred Compensation – Voluntary 457 program.
- ◆ Other Benefits – City contributes equivalent of 1.5% of base salary toward a medical Retirement Health Savings account and employees hired after April 24, 2010 contribute \$50 each pay period. In addition, childcare subsidy at 50% discount, free recreation classes; Section 125 Flexible Spending Account, employee assistance program, and long-term care plan are available.

## The Process

To apply for this exceptional and unique career opportunity, please submit (email preferred) your cover letter, resume, salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) 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)

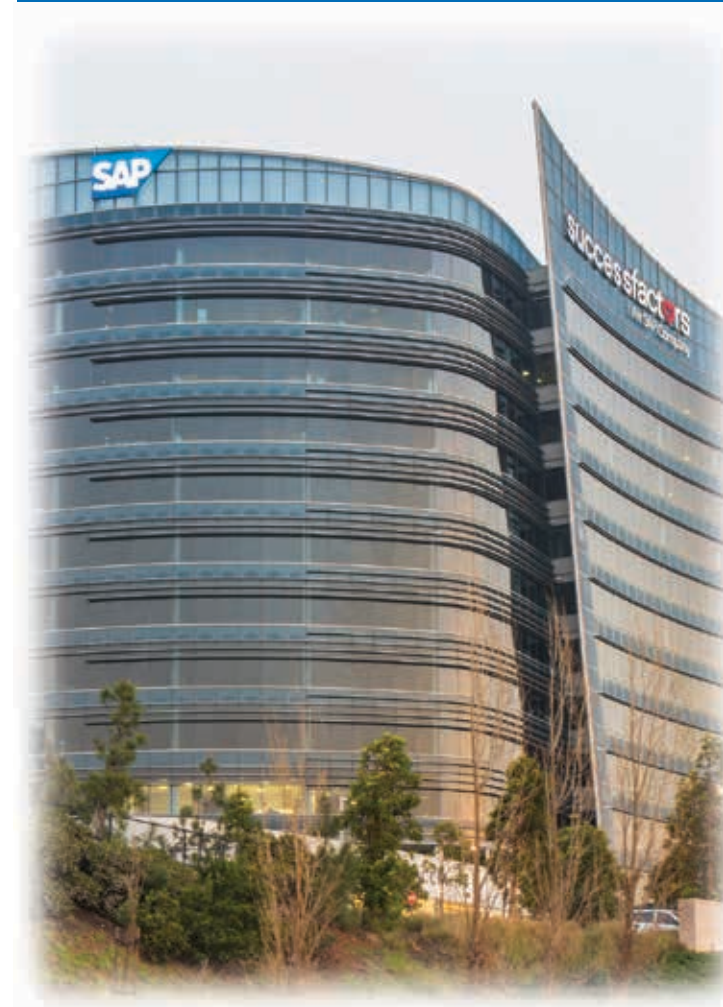


This position will remain open until filled. A first review of resumes will take place by June 19, 2015 and if a qualified candidate pool is identified, the City will move forward with a candidate selection process.

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, South San Francisco has one of the most central, convenient locations in the Bay Area. The city includes picturesque hillside neighborhoods as well as a scenic waterfront along the San Francisco Bay. The City has a population of 67,000 and the community is known for its friendly residents, ethnic and cultural diversity and family-oriented quality of life.

South San Francisco is the largest business center in San Mateo County, with more than 25 million square feet of office and industrial space and more than 2,800 businesses – including the world headquarters of Genentech, See's Candy, and many other corporations. South San Francisco is also the largest biotechnology cluster in the world, with more than 150 biotech firms from Amgen to JLABS, and is considered the “Birthplace of Biotechnology.” South San Francisco also offers a high quality of life to its residents with attractive residential neighborhoods, award-winning parks, and a beautiful marina and bay trail.

South San Francisco is served by three freeways (US-101, I-280 and I-380), two BART stations (South SF and San Bruno), the Downtown CALTRAIN Station, the SF Bay Ferry terminal at Oyster Point, and the adjacent San Francisco International Airport.

## 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 City handles a very high level of permit activity with professionalism and customer service. In the past year, the Building Division has processed a total of 1,228 residential permits and 485 commercial permits with a combined valuation of \$241 million. More than 5 million square feet of new biotechnology R&D, office, retail, and residential projects are in the pipeline to be constructed during the next five years.

## 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.

