



The County of Sonoma
is seeking applications for:

Building
Division Manager

Accepting Applications:
Through November 1, 2015



THE COUNTY OF SONOMA

Sonoma County offers a unique and stunning array of recreational and natural resources with its inspiring coastline and beaches, majestic redwoods, scenic hills, and Russian River. The County encompasses over one million acres of land and water rich with wildlife, parks, campsites, lakes, and open space.

Sonoma County has a vital growing economy, and is home to dynamic technology, agricultural, environmental, education, and arts sectors. Home to nearly 500,000 residents, Sonoma County plays host to a wide variety of art and music festivals, farmer's markets, and concert venues, as well as over 200 award-winning wineries.

Sonoma County schools continually rank among the highest on California's Academic Performance Index and the County boasts strong higher education opportunities with centrally located Santa Rosa Junior College and Sonoma State University. Business and commerce is diverse, with tourism and agriculture (including wine grapes, livestock, and poultry) anchoring the local economy. Sonoma County tourism generates over \$1 billion annually, hosting over 7 million visitors.

Sonoma is a general law county, governed by a five-member Board of Supervisors who are committed to a mission and vision that value strong leadership, high quality customer service, engaged citizen participation, and promotion of efficient and cost effective government. The County Administrator leads a team of dedicated department heads who collaboratively address and strategically prepare for County initiatives and challenges.



THE PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

The County of Sonoma Permit and Resource Management Department (PRMD) is focused on providing excellent customer service to the business, commercial, government, and residential communities of Sonoma County in the areas of construction, engineering, permitting, site inspection, mapping, plan review, environmental review, and planning.

The Department's mission is to serve the people of Sonoma County by providing a customer-focused process for the orderly development of real property, balanced with resource stewardship and developing and maintaining standards that protect the health and safety of the public.

The County of Sonoma Permit and Resource Management Department fiscal year 2015-16 budget of approximately \$23.5 million, consists of over 100 full time equivalent positions and provides construction and land use services throughout the County. The Department's revenue sources include fees for professional services, fines, State, Federal, and County General funds.

Please visit the department's website for information on its programs, services, organization and partnerships.

www.sonoma-county.org/prmd.

THE POSITION

The Permit and Resource Management Department seeks a knowledgeable and experienced professional to serve as its Building Division Manager. Reporting to the Deputy Director in charge of Engineering and Construction, the Building Division Manager leads a team of professional, technical, and/or clerical staff and directs the work of the Building Inspection, Building Plan Review, and Code Enforcement Sections within the department. The Building Division Manager directs and coordinates the work of the sections through supervisory staff. Policy direction is provided by the Deputy Director of Engineering and Construction through conferences, meetings, and written communication. This position is responsible for management and planning activities related to all Building & Enforcement technical codes and ordinances and coordinating the division's mandates, goals, and objectives working with other sections of the department and outside agencies. May act as the Chief Building Official in Deputy Director's absence.

THE IDEAL CANDIDATE

The Permit and Resource Management Department seeks a knowledgeable and experienced professional to serve as its Building Division Manager. Reporting to the Deputy Director in charge of Engineering and Construction, the Building Division Manager leads a team of professional, technical, and/or clerical staff and directs the work of the Building Inspection, Building Plan Review, and Code Enforcement Sections within the department.

The Building Division Manager directs and coordinates the work of the sections through supervisory staff. Policy direction is provided by the Deputy Director of Engineering and Construction through conferences, meetings, and written communication. This position is responsible for management and planning activities related to all Building & Enforcement technical codes and ordinances and coordinating the division's mandates, goals, and objectives working with other sections of the department and outside agencies. The Building Division Manager may act as the Chief Building Official in Deputy Director's absence.

The ideal candidate will possess the following experience and competencies:

- ◆ A Chief Building Official License. Issued from the International Code Council (ICC).
- ◆ A valid License as a Professional Civil Engineer issued by the State of California.
- ◆ Strong customer focus and the ability to establish communication strategies to keep customers informed and engaged.
- ◆ Ability to develop an effective team utilizing both internal and external resources.
- ◆ Skilled in analytical and strategic thinking, with a common sense approach and the ability to see the big picture.
- ◆ Proven ability to effectively collaborate both within the department and outside agencies to attain common goals.
- ◆ Experience leading, directing, and managing staff at various levels within an organization.
- ◆ Strong administrative and organizational experience.
- ◆ County government experience.
- ◆ High level of integrity and strong sense of ethics.
- ◆ Initiative, judgment, and discretion.
- ◆ Strong oral and written communication skills.

MINIMUM QUALIFICATIONS

The minimum qualifications for this position include training received at an accredited college or university or course work which includes public administration, business administration, personnel management, electrical systems, construction materials and methods, or civil, structural or mechanical engineering and considerable knowledge in one of the major disciplines, such as building construction or public works. Normally, 1) three years experience at the level of Supervising Building Inspector or 2) two years experience as a Building Official or Deputy Building Official or 3) equivalent experience would provide such opportunity.

Certification: Possession of a valid certificate issued by the International Code Council (ICC) as a Certified Building Official is required or must be obtained within six months of hire.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

Probation Period: All Administrative Management employees serve a one-year probationary period.



Room to Move. Room to Grow.

WHAT WE OFFER

Sonoma County offers a competitive total compensation package. Salary is \$103,124.60 - \$125,331.56 and will depend on experience and qualifications. Sonoma County also offers the following:

- ◆ Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year; generous sick leave accruals and 100% of accrual balance converted to service credit at retirement.
- ◆ Health Plan: Choice of five health plans (A PPO, EPO, HMO, and two Deductible HMO's) with a County contribution toward the premium of approximately \$500 per month.
- ◆ Excellent dental, vision, disability, life insurance, professional development and more. Additional details on employment for management employees may be found at http://www.sonoma-county.org/hr/pdf/salary_resolution.pdf.
- ◆ Cash allowance: (in addition to monthly salary) of approximately \$600 per month.
- ◆ IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.
- ◆ Retirement: County Retirement Act of 1937. Retirement is fully integrated with Social Security. With the recent pension reform, new employees as defined and eligible will receive a 2.5% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity and pursuant to PEPRA, will receive 3% at 60.
- ◆ Incentive Retirement Savings Plan: A defined contribution 401(a) plan; a 1% County "foundation" contribution.
- ◆ IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum, plus a 100% County match of employee contribution toward 457 plan (up to 1% of base salary).
- ◆ Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Important Note: Benefits described herein do not represent a contract and may be changed without notice.

SELECTION PROCESS & KEY TENTATIVE DATES

- ◆ Accepting Application Materials - Through November 1, 2015
- ◆ Application Review of Qualified Applicants - November 3, 2015
- ◆ Oral Interviews - November 12, 2015
- ◆ Department Selection Interview - Week of November 30, 2015

Please be mindful of the timeline established above. Although it may be subject to some change, it would be wise to plan availability around these dates.

TO APPLY

If you are interested in this outstanding opportunity, please submit an online job application and responses to the supplemental questions, including a resume and cover letter which articulates your experience, responsibilities, and pertinent accomplishments by Sunday, November 1, 2015.

Apply at www.yourpath2sonomacounty.org.

Questions can be directed to:

Lisa Conner, Human Resources Analyst
County of Sonoma Human Resources Department
Telephone: 707-565-5119

For additional information about the County, please visit:
<http://www.sonoma-county.org/prmd/vh/ca-index.htm>

The County of Sonoma is an Equal Opportunity Employer

