

The City of West Hollywood
invites applications for

BUILDING & SAFETY MANAGER / BUILDING OFFICIAL

\$144,802 TO \$190,578 ANNUALLY



APPLICATION DEADLINE: SEPTEMBER 29, 2017



The City of West Hollywood

Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. The City offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community.

Located in the center of one of the world's greatest concentrations of creative arts and entertainment districts, West Hollywood is an exciting and dynamic City with issues and policies on the cutting edge of municipal government in California and the nation. It is known for its iconic destinations such as The Sunset Strip and historic Route 66, and the city's thriving creative and entertainment communities set trends in design, dining, music, fashion, art, and architecture.

The Department

The Community Development Department manages the City's urban environment and seeks to protect and advance quality of life through the application of sound land use planning principles, development standards and building codes.

Our goals are to create a livable community that balances the needs of residents, businesses, property owners and visitors; protect and enhance neighborhoods; honor and celebrate the City's unique cultural history; strengthen the local economy and encourage reinvestment in the community; improve mobility and access throughout the City; increase sustainability and conservation, and facilitate balanced and informed land use decisions through public participation and collaboration. There are three divisions within the Department including:

- 1) Current and Historic Preservation Planning*
- 2) Long Range and Mobility Planning*
- 3) Building and Safety.*

WEST HOLLYWOOD
CITY HALL

The Division

The Building & Safety Division is responsible for the enforcement of the building, electrical, plumbing, mechanical codes, as well as the State of California accessibility and energy conservation regulations. In addition, the City recently adopted a new mandatory seismic retrofit ordinance that goes into effect in 2018. The Division reviews and processes permit applications, plan check applications, engineering calculations, and geo-technical reports, and performs inspections of all construction projects. Construction demand is high in West Hollywood and in the last 12 months the Division

issued over 1700 permits, with projects totaling over \$190,000,000 in value, performed over 600 plan reviews and 5800 inspections, and served 7,400 individuals at the public counter. Projects range from single family homes, to mixed-use infill development, to 20-story hotels on the Sunset Strip. In addition, the City has an extensive capital projects work plan that currently includes the construction of a \$95 million city park and recreation center. Despite the large workload for a small city, the Division provides a high level of customer service and seeks to continuously improve the customer experience.

The Position

Under general direction of the Director of Community Development/Deputy City Manager, the Building Official works as a strategic member of the Management Team and provides leadership, planning, organization and direction to the Building and Safety Division.

Responsibilities include: Manage and monitor the efficiency and effectiveness of the functions of plan check, permitting, inspection, and public counter services; Respond to and resolve inquiries from architects, engineers and contractors regarding compliance with building codes and ordinances; Build relationships and act as liaison with other city departments and external agencies; Monitor customer satisfaction, build and improve customer service programs; Develop trainings, appraise performance and coach

employees; Provide leadership and technical guidance in developing e-gov solutions and other technology to support efficiency, effectiveness, and customer service; Manage contracts with external service providers to ensure depth and resiliency in the provision of service; Develop, review and provide leadership regarding policy and legislation; Make presentations to various businesses, neighborhood groups, staff and elected officials; Create performance metrics and provide leadership to ensure goals are met; Oversee and participate in the development and administration of the division's budget; Develop and lead the Division's emergency operations plan; Provide complex administrative support to the director.

The Ideal Candidate

The City is looking for a candidate who is equally strong in technical skills and managerial skills with an emphasis on customer service. It is paramount that the incumbent have solid interpersonal skills and demonstrated successful customer service experience. Additionally, problem solving

and organizational management skills are critical for success in this fast-paced position. The ideal candidate has a high degree of integrity, a record of successful supervisory experience and the ability to enforce building codes in a fair, equitable and diplomatic manner.

The Qualifications

EDUCATION

Bachelor's degree from an accredited four-year college or university in a related field; and five to seven years of progressively responsible related experience; or any combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

LICENSES & CERTIFICATIONS

- International Code Council certification as a Certified Building Official (CBO) – must obtain within one (1) year of hire.
- International Code Council certification as a Master Code Professional is desirable.
- California Building Officials Leadership Academy certification is desirable.
- Registration as a Professional Civil, Structural, or Mechanical Engineer in California (Desirable)
- Valid California Drivers License

The Compensation

The salary for this position is within an established annual range of \$144,802 to \$190,578 and will be dependent upon the qualifications and experience of the selected candidate.

The Perks

• RETIREMENT

California Public Employees' Retirement System (CalPERS). Retirement formula based on appointment date and membership status with CalPERS, e.g. 2.7% @ 55 (single highest year) or 2% @ 62 (average of three highest years)

• HEALTH PLAN

City-paid medical, dental, vision insurance

• DEFERRED COMPENSATION

City contribution of \$150.00 per month.

• RETIREE HEALTH SAVINGS

City contribution of \$100.00 per month.

• PAID LEAVES

Vacation: 116 hours the first year, 156 hours years 2 through 9, increasing to 196 hours after 10 years of service.

Sick Leave: 96 hours per year

Holidays: 10 paid City holidays and 9 hours of floating holiday leave.

Administrative Leave: Up to 12 hours per month.

• DISABILITY INSURANCE

66-2/3% of salary to a cap of \$5,000 per month, after a 30-day elimination period.

• LIFE INSURANCE

Equal to 1.5 times of annual salary plus \$20,000.

• TUTION REIMBURSEMENT

• OPTIONAL BENEFITS

AFLAC, Long-Term Care, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefit Plan for medical reimbursement and dependent care assistance and cash out of Vacation and Administrative Leave.

To Apply:

APPLICATIONS ARE DUE SEPTEMBER 29, 2017 AT 5:00 PM

Applicants must submit a City job application and supplemental questions with the Human Resources Division by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment.

If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069. Postmarks will not be accepted. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy.

If you have questions or need special accommodations with the recruitment process, please contact:
Seantea Burroughs - P: (323) 848-6365 E: sburroughs@weho.org