



SOLANO COUNTY BUILDING OFFICIAL

Recruitment Services Provided by Ralph Andersen & Associates



The Opportunity

The County of Solano seeks a Building Official that is not only well qualified, but possesses strong interpersonal skills which allow him/her to build strong professional relationships which foster cooperation and problem solving.

Recent events in other communities have underscored the need for strong building permit, plan review, and inspection programs. Solano County is committed to providing the highest level of safety to those that live, learn, work, and visit. Central to this role is the Building Official, and Solano County dedicates considerable resources and technology to deliver an outstanding Building and Safety Services Division.

The County of Solano

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all of the urban amenities associated with two of the nation's most dynamic metropolitan regions. Situated midway between San Francisco and Sacramento, the State capitol, Solano County is home to rolling hillsides, waterfronts, and fertile farmland. County residents can enjoy day trips to the San Francisco Bay area, Lake Tahoe region, and the Napa and Sonoma Valleys. Thanks to a mild climate, plenty of open space, and proximity to lakes, rivers, and mountains, residents can enjoy year round outdoor recreational activities like fishing, boating, skiing, hiking, and biking.

Solano County is a growing community that reaps the benefits of its ideal location for those who live and work here. The blend of agriculture, corporate business, and pleasant lifestyle enhance the attraction of Solano County. The County limits residential and commercial development outside of cities, thus preserving approximately 80 percent of the land for open space or agricultural uses. Blessed with a thriving agricultural economy, the county is also home to biotechnology and other growth industries.

With its strategic location, affordable housing, natural and human resources, history of responsible land use planning,

and attractive quality of life, Solano County is entering the 21st Century with a promising future as a place to live, learn, work, and play. The America's Promise Alliance has affirmed this fact five times, naming Solano County as one of the 100 Best Communities for Young People — the only California community with that distinction.

County Government

Solano County was formed in 1850 and its jurisdiction spans over 900 square miles. With its county seat in Fairfield, the Board of Supervisors consists of five members, elected for four-year terms of office. Within its population of 424,788, the three cities of Fairfield, Vacaville and Vallejo, make up over 300,000 in population. Several smaller communities and a sizable unincorporated area complete the remainder.

Solano County prides itself in owning award-winning public facilities, including the Solano County Government Center in Fairfield, the William J. Caroll Government Center in Vacaville, and the Stanton Correctional Facility. The office of the Building Official is within the Solano County Government Center.

The Position

The Building Official is a division management level position that reports to the Department of Resource Management Director, who also oversees Environmental Health, Planning Services, Public Works, and Parks & Recreation. Overseeing the Building and Safety Division, the Building Official leads a staff of 6 employees engaged in building inspection, plan review, fire protection review and inspection, permitting, code enforcement, and administrative support.

The Building and Safety Division serves the unincorporated portion of Solano County, which is about 19,300 persons. Additionally, the Division is responsible for County construction projects. In FY14, the Division issued 635 permits and conducted 3,538 inspections. In FY15, those activities increased to 996 permits and 3,538 inspections.



Some of the key responsibilities of the position include:

- Manage staff and programs for inspection, permits and plan review. Supervise the work of subordinates, ensure program deadlines are met, present Departmental policy matters to the Board of Supervisors and other public bodies, administer the building permit appeals process,
- Manage staff and programs for housing and zoning code compliance, and vehicle abatement.
- Provide technical assistance to the Department Director, County Administrator, and Board of Supervisors on matters relating to building codes.
- Act as County Fire Prevention Officer, with inspection responsibility for 9 fire districts, ensuring that buildings are accessible to fire apparatus, sprinkler requirements are met, and adequate water can get to a structure in case of a fire.
- Analyze complex and specialized inspection problems; coordinate the building inspection program with the Planning Division, Environmental Health Division, County departments, and other agencies.

Challenges and Opportunities

The next Building Official for Solano County will face a number of challenges and opportunities:

- An understanding of technology and how to use it to improve efficiency and customer service, including continued use and expansion of existing software (AccelaTM) and new software/hardware to expand online permitting, mobile inspections, plan submission, and other automations to increase efficiency in the Building and Safety Division. The Building Official will also be able to assist contractors in becoming familiar with and using automated systems Used by the division.
- Continue to provide oversight and technical advice to other County agencies on large county construction projects as they arise, such as a proposed construction project beginning at the Stanton Correctional Facility.

Plan review is underway and the next Building Official will be heavily involved in this project.

- Ability to work with property owners in unincorporated Solano County on existing and new construction in order to comply with code requirements.

The Ideal Candidate

The next Building Official for Solano County must be experienced and well qualified, but certain traits will be essential for success:

- The ideal candidate will possess a patient, persistent approach that leads to cooperation and compliance with applicable building codes.
- Code enforcement requires a problem solving approach more so than one of strict compliance. The ideal candidate will be skilled at solving problems while improving credible relationships.
- Public speaking is required, as the Building Official will be called upon to present at community events, and at Boards and Commissions.
- The ideal candidate will be a team builder and a strong leader, engaging employees in the Division to work cooperatively toward a common goal.





- Prior experience in managing budgets is desirable and a business acumen will serve well, as the Building Official is a member of the management team for the Department of Resource Management.

Education and Experience

Education: A Bachelor's degree from an accredited four-year college or university is required, preferably with coursework in management, architecture, planning, or engineering.

Experience: This position requires a minimum of four (4) years of experience in public sector building inspection involving the regulation and enforcement of building, vehicle abatement, and building fire codes. At least two (2) years of supervisory experience is required.

A valid California driver's license is required. ICC certification as a building official is highly desirable, as is the Certified Access Specialist (CASp) program certification.

The Compensation

The annual salary range for the exempt position of Building Official is \$99,719 to \$121,209. The County also offers an excellent benefit package that includes the following:

- **CalPERS Retirement System:** All eligible employees become members of the California Public Employees Retirement System (CalPERS). The employee's share of the CalPERS contribution is deducted from salary and is currently at 6.25%. This program provides 2% @ 60 years of age for CalPERS classic members and 2% @ 62 for CalPERS new members. Solano County participates in Social Security.
- **Leave:** Vacation accrual of 20 days per year, 80 hours of administrative leave per year, and 12 paid holidays per year. Sick leave accrues at 3.7 hours per pay period with no limit on accrual.

- **Longevity:** Employees are eligible to receive an additional 2.5% longevity pay, per level, after the completion of continuous service at 10, 15, 20, 25, 30, and 35 years including credit for prior years of service at any approved California city, county, joint powers authority, and special district.

- **Insurance:** A cafeteria-style medical package with health benefits, offered through CalPERS. Medical insurance is effective the first of the month following date of hire. The County offers a cash back provision for those who choose employee-only or who waive medical insurance coverage. Dental and vision insurances for the employee and eligible dependents are paid 100% by the County.
- **Tuition Reimbursement:** Tuition funds up to \$1,100 annually.
- **Retiree Health Plan Options:** Upon retirement, 100% of the value of unused sick leave will be paid into an employee Retiree Health Savings (RHS) account. Unused administrative leave is also converted and paid into the RHS on an annual basis.
- **Deferred Compensation:** Deferred compensation plans are available for employee contribution, with the choice of three providers. The County contributes a dollar-for-dollar match to a maximum of \$5 per pay period.
- **Other Benefits:** Supplementary benefits include IRS Section 125 flexible benefits for pretax child care, transportation, and medical spending. Solano County offers a number of additional employee benefits including life insurance, and optional short- and long-term disability insurance.

The Recruitment Process

This is a confidential process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

All interested candidates should apply by Friday, August 21, 2015 to Ralph Andersen & Associates at apply@ralphandersen.com, and should include a compelling cover letter, comprehensive resume, and three-year salary history. Preliminary Skype interviews will be conducted in July and August. Top candidates will be invited for a comprehensive interview process tentatively set during early September. Additionally, a supplemental questionnaire may be required with responses to specific questions and submittal of sample work products.

For further information or questions on the recruitment process, please contact Mr. Greg Nelson at (916) 630-4900. Confidential inquiries are welcomed.