



BUILDING OFFICIAL



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

The City of Healdsburg is located 65 miles north of San Francisco on Highway 101 in the heart of Sonoma County wine country and nestled among three lush valleys. Incorporated in 1867, Healdsburg's 4.1 square miles is surrounded by over 60 wineries and their beautiful vineyards, including some of Northern California's finest regional appellations. Healdsburg retains a unique, small-town ambience in the grandeur of a European countryside while providing easy access to the amenities of a large metropolitan area.

The City's approximate 11,030 residents enjoy a lively, appealing downtown experience centered around the Spanish-style Healdsburg Plaza—a shopping, dining, and art gallery hub for residents and visitors. The plaza represents one of the few examples of early California town planning. Historic storefronts and homes enhance the sense of Healdsburg's rich heritage and community events throughout the year ground the City's family-oriented sensibility.

The region has relatively mild year-round temperatures which allows for varied outdoor recreational opportunities. The City offers enrichment opportunities throughout the year for both children and adults, while nature lovers can enjoy picnics under the redwoods in one of the City's many parks. Swimming, canoeing, and fishing along the nearby Russian River or taking a hot-air balloon ride over the valley are other highly desirable outdoor activities. A short drive outside the City leads to the Pacific Coast's beaches to hike and watch for migratory whales or to San Francisco for the large City shopping, art and cultural experience. The scenic beauty of the area and safe neighborhoods provide an unmatched setting for raising a family or simply settling into a more balanced way of life.

Educational opportunities in the area include a traditional and vocational high school, Santa Rosa Junior College, and Sonoma State University.

THE ORGANIZATION

The City of Healdsburg operates under a Council-Manager form of government. The City Council is currently comprised of five members elected at large by the voters of Healdsburg to serve four-year terms. Each year, the Council elects one of its members to serve as Mayor for a one-year term. The Council is the governing body of the City and is responsible for setting the policy for the City and adopting a biennial budget. The Council also appoints the positions of City Manager and City Attorney. The City recently went through the districting process and will begin electing council members by district beginning with the 2026 election.

The City provides municipal services through nine (9) departments including the City Manager's Office, Finance, Community Development, Housing, Community Services/Parks & Recreation, Fire, Utilities, Police, and Public Works. Healdsburg is a full-service City, providing electrical, water, sewer and



Police and Fire services to residents and businesses. The City has 147 full-time employees and a fiscal year 2025-26 total operating budget of approximately \$128 million. The City also has an event center, golf course, and an airport managed by third party contractors in consultation with City staff.

THE POSITION

Reporting to the Community Development Director, the Building Official is a mid-management position responsible for leading the daily operations of the Building Division within the Community Development Department. This role oversees building inspection services, plan review, and code enforcement activities while ensuring compliance with local, State, and Federal building regulations.

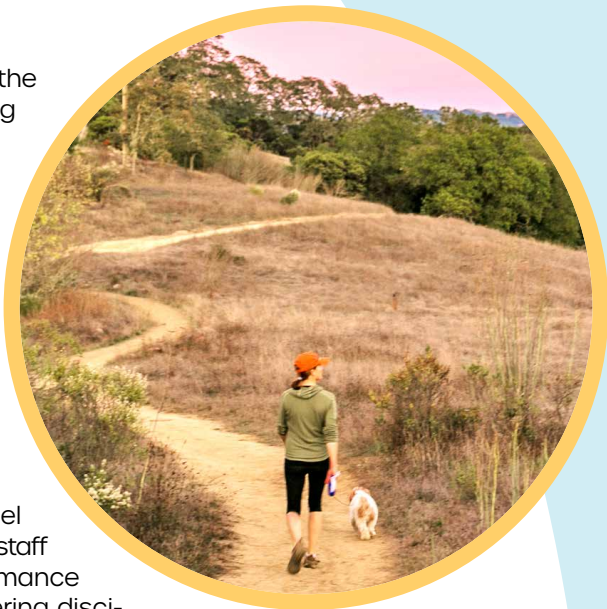
The Building Official plans, organizes, and directs the work of the Building Division, supervising Building Inspectors and technical staff and providing technical leadership across the department. Key responsibilities include administering and interpreting building codes, overseeing the permit review and issuance process, and directing code adoption updates.

In addition, the Building Official prepares ordinances and resolutions related to building and permit fees, supports policy implementation, and responds to citizen concerns regarding code or ordinance violations. The position serves as the City's designated authority for enforcing building regulations and provides high-level professional support and expertise to the Community Development Director.

Primary duties include but are not limited to the following:

- Planning, organizing, and directing Building Inspection activities, including complex professional work related to building inspections, plan review, construction management, and code enforcement.
- Serving as the designated state and local authority for building code administration and enforcement, providing expert interpretation of building and safety codes.

- Directing and overseeing the development of the Building Inspection work plan; assigning projects and programs; monitoring workflow; and evaluating work products, methods, and procedures.
- Preparing and managing the Building Division's budget; assisting with budget implementation; and forecasting funding needs for staffing, equipment, materials, and supplies.
- Recommending personnel appointments; coordinating staff training; conducting performance evaluations; and administering disciplinary procedures as necessary to maintain professional standards.
- Leading coordination of development projects with other divisions, departments, and private developers, including communication, negotiation, and problem resolution to ensure successful project outcomes.
- Evaluating and justifying fee structures and staffing levels; compiling building statistics and reports; and providing technical guidance and final determinations on building code matters.
- Assisting the Community Development Director with development projects, capital improvement initiatives, code enforcement activities, and related assignments, including preparation of reports, studies, and correspondence.
- Advising the City Council on potential ordinance updates and legislative matters that address local conditions and support community well-being.
- Supervising and coordinating building inspection, plan review, and code enforcement workloads; conducting and overseeing field inspections for new construction and alterations to ensure compliance with applicable codes.
- Procuring, administering, and overseeing qualified third-party consultants to support building plan review and inspection services when development activity exceeds in-house staffing capacity or requires specialized expertise.
- Reviewing construction applications for design adequacy and compliance with State codes and local ordinances; preparing plan review correction letters; resolving code or permit issues; assigning project valuation; calculating fees; issue permits; and maintaining inspection and plan review records.
- Explaining and interpreting applicable codes and ordinances for contractors, developers, and the public; responding to complex inquiries and community complaints.
- Representing the division and department to external agencies, organizations, and professional groups; participating in committees and providing technical expertise as needed.
- Researching and preparing technical and administrative reports and professional correspondence.
- Managing building division software applications which currently include Tyler EnerGov, IG Inspect, Civic Access, SolarApp+, and Green Halo.



- Building and maintaining positive working relationships with colleagues, City staff, and the public through strong customer service practices.
- Fostering a workplace culture that values diversity, integrity, trust, and respect.
- Demonstrating teamwork through flexibility, collaboration, and clear communication.
- Performing related duties as assigned.

THE IDEAL CANDIDATE

The City of Healdsburg is seeking a seasoned, forward-thinking, and proactive professional to serve as its next Building Official. This role calls for a collaborative leader with a strong supervisory background and a commitment to delivering exceptional customer service. The ideal candidate will demonstrate high emotional intelligence, strong communication skills, and the ability to work effectively with staff, contractors, developers, and community members.

The successful candidate will possess a solid understanding of the principles, practices, and program areas associated with a municipal Building Division. This includes knowledge of techniques, materials, and methods used across building construction trades such as plumbing, electrical, mechanical systems, foundations, and related disciplines.

Any combination of education and experience that provides the required knowledge and abilities will be considered.

A typical qualifying background includes five years of progressively responsible experience in building construction trades, building inspection, or plan checking, including at least two years in a supervisory role. An Associate's degree from an accredited college with major coursework in construction inspection, building inspection, or a closely related field is also typical.

LICENSES AND CERTIFICATES

- Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession of, or ability to obtain, Examiner and Combination Inspection certifications issued by the International Code Conference.
- Possession of, or ability to obtain, a Certified Access Specialist Program certification.
- Possession of, or ability to obtain, a Safety Assessment Program Evaluator or Coordinator certification.
- Possession and maintenance of the Building Official certification issued by the International Code Council (ICC) within six months of employment.

COMPENSATION

The annual salary range for the Building Official is \$132,448.68 - \$160,992.12; placement within this range is dependent upon experience and qualifications. The City also offers an attractive benefits package including:

Vacation accrual - 10 days per year, increasing with service.

Additional Time Off/Leave - 80-100 hours of management leave per fiscal year.

Sick Leave accrual - 96 hours per year.

Medical insurance coverage - The City's contribution toward health insurance shall be a dollar amount up to 100% of the lowest cost medical plan or up to 95% of the cost of the Kaiser Permanente medical plan by premium category, whichever is greater.

Those who waive health insurance may receive a Cash-Out Option of \$477 per month.

Dental insurance - coverage for employee and dependents through Ameritas Dental. Premium is paid by the City of Healdsburg.

Vision insurance - coverage for employee and dependents is paid by the City if primary medical coverage is with Blue Cross or Sutter or through Kaiser Permanente as part of medical insurance coverage.

\$100,000 group term life insurance - paid by the City.

Deferred Compensation - City offers a deferred compensation match at open enrollment after the first year of employment \$1,600 (FY 25-26), \$1,750. (FY 26-27)

Retirement Plan - CalPERS 2% at 60 or 2% at 62 for non-safety members; 2% at 50 or 2.7% at 57 for safety as defined by PEPR.

Optional membership in 457 deferred compensation plans - through Mission-Square Retirement Corporation.



Long term disability insurance - paid by City.

Educational reimbursement subject to approval.

Employee Assistance Program - for employee and dependents, paid by City.

Supplemental Insurance - offered through AFLAC.

Optional Pet Insurance - offered at a reduced rate through Nationwide. Membership available at Motion Fitness at reduced rates.

Holidays - 13 paid holidays per year.

Longevity Pay granted for 5 - 25 years of service.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

April 26, 2026

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Healdsburg. Candidates will be advised of the status of the recruitment following selection of the Building Official.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

