



**DEPUTY BUILDING
OFFICIAL**



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

THE COMMUNITY

Located between the Santa Cruz Mountains and San Francisco Bay, the City of Mountain View spans just over 12 square miles in the center of Silicon Valley, 10 miles north of San Jose and 35 miles south of San Francisco. The City is home to approximately 82,300 residents and many internationally known corporations such as Google, Microsoft, Intuit, and LinkedIn, as well as thriving small businesses, and proximity to the NASA Ames Research Center. While leading the region in innovation and ideas, Mountain View remains committed to the values of strong neighborhoods and community involvement.

The City of Mountain View prides itself on providing exceptional public services and facilities that meet the needs of a caring and diverse community in a financially responsible manner. In the heart of the City, Mountain View's historic and active downtown offers a wide range of attractions including a vibrant restaurant and shopping scene, cultural events, concerts, and a weekly farmers' market. The Civic Center, built around Pioneer Park, has one of the finest performing arts facilities in Northern California, as well as a 60,000 square foot newly renovated Library.

Mountain View's 39 City parks and extensive trail system provide an array of opportunities for recreation and active living. Shoreline at Mountain View is a regional park with stunning views along San Francisco Bay, featuring an 18-hole golf course, sailing lake, and 9.7 miles of trails. Shoreline Amphitheatre boasts an exciting concert season bringing top-name performing artists to Mountain View. Mountain View is served by excellent public and private schools. Our proximity to some of the best universities in the nation, including Stanford, Santa Clara University, UC Berkeley, UC Santa Cruz, and Carnegie Mellon-West, provides top-notch advanced education and opportunities for lifelong learning.

CITY GOVERNMENT

The City of Mountain View is a progressive, full-service city operating under the Council-Manager form of government. The seven Council members are elected at large for four-year terms that are staggered, with elections held in even-numbered years. The Mayor rotates every year among the Council members. Mountain View City Council has a well-earned reputation for taking the lead on challenging regional issues, working together with civility, and treating members of the community and City staff with respect and appreciation.

The Council has adopted a Strategic Roadmap for Fiscal Years 2021-22 and 2022-23, focusing on seven priorities: Community for All, Intentional Development and Housing Options, Mobility and Connectivity, Sustainability and Climate Resiliency, Livability and Quality of Life, Economic Vitality, and Organizational Strength and Good Governance. The City Council appointed Kimbra McCarthy as City Manager in March 2020. Under her leadership, the City pivoted quickly to address the COVID-19 crisis and to take bold and strategic steps to evolve the organization, implement innovative new programs to serve the Mountain View community, and begin to define the "next normal" as the region recovers from the pandemic. Mountain View's sound fiscal practices, strong budget discipline, and diversified tax base, have allowed the City to maintain its AAA credit rating and will help to weather the evolving pandemic-prompted downturn. In fiscal year 2021-22, the City is supported by a general operating fund budget of \$146.4 million



(total budget \$377.0 million) and 662.25 employees. The City is very intentional regarding maintaining a robust and vibrant organizational culture. This demanding yet rewarding environment is suitable for professionals who are at, or striving to be, at the top of their game as this mid-size city performs more like a larger metropolitan municipality.

The Mountain View team has established the following organizational values that guide their work:

- Provide Exceptional Service
- Act with Integrity
- Treat Others with Respect

THE DIVISION

The Building Division is a partner in helping the City implement its vision of being "a welcoming, vibrant city that plans intentionally and leads regionally to create livable, sustainable neighborhoods, access to nature and open spaces, and a strong innovation-driven local economy." To that end, the Building Division in partnership with multiple departments and agencies, engages with residents and businesses to review building permits, inspect buildings, and implement programs that foster the goals of the City. The Building Division is one of four Divisions in the Community Development Department including Planning, Housing and Neighborhoods, and Economic Development. The Building Division is comprised of 23.25 FTEs, with a Fiscal Year 2022-23 budget of \$5,531,139.

Over the years, Mountain View's development activity has increased. Simultaneously, development has become increasingly more complicated and time-intensive, requiring additional staff review, oversight, reporting, and driving demand for more technology and staff to meet customer service needs. In 2020, Matrix Consulting Group (Matrix) was hired to review the City of Mountain View's development review process and provide recommendations for improvements. Their recommendations are focused in three key areas - process improvement, technology upgrade, and new staffing resources. Many of these recommendations are already in process, while others are scheduled to be implemented over the next few years.

One of the key recommendations is the creation of a Permit Navigation Team to streamline the process and improve the customer service experience for Planning, Building and Public Works permits. The

team will consist of a newly created Assistant Community Development Director position, who will oversee process and technology improvements and the Permit Navigation Team's work related to permits, and Permit Navigators in the Building Division, Planning Division and Public Works Department. The Deputy Building Official position will play a key role as Permit Navigator for the Building Division and as key assistant and advisor to the Chief Building Official.



THE POSITION

This is a new position for the City, and it is envisioned that this first-ever Deputy Building Official will lead the Building Division in implementing and sustaining a collaborative and customer-focused Building Permit Center. As key Permit Navigator for the Building Division, the new Deputy Building Official will work with the Permit Navigation Team to:

- Implement the City's first online permit system and land management system for the Building Division in conjunction with the effort of other key Divisions and Departments;
- Streamline operations to reduce review timelines to meet State mandates and enhance the customer experience;
- Help implement the shift from an individual department "problem-based" approach to a cross-disciplinary team with a communal "solution-based" approach to development review; and
- Help create predictability and consistency within the Division and across Departments to help permit technicians "own the process" from beginning to end and empower staff to take action on projects independently and create a framework to elevate issues for resolution to management.

Additionally, this position will help the Community Development management team support the Department and City objectives through the following tasks:

- Plan, organize and direct a comprehensive customer service and building permit plan check program;
- Ensure the protection of public health and safety through the application of building codes and related regulations;
- Interpret the code in a way that responds to evolving technologies in construction and market conditions, while ensuring the protection of public health and safety;
- Plan, organize, direct and evaluate the work of staff;
- Formulate, interpret, explain and advise on specific building codes, ordinances and administrative requirements;
- Develop, oversee, and direct the functions of the Permit Center;
- Assist the Chief Building Official in developing the annual work plan for the Building Division;
- Assist the Chief Building Official in mentoring, coaching, developing, and leading the Building Division team;
- Identify opportunities and build collaborative relationships with relevant Divisions, Departments, and Agencies;
- Develop and implement a communication and outreach plan and strategy to better serve the customers and community; and



- Monitor, evaluate, and report the City's progress on Division goals based upon established benchmarks in City plans and federal, state, and local regulations.

THE IDEAL CANDIDATE

The ideal candidate will be a passionate leader with expert knowledge of best practices in building code application, technological applications, and a record of leading change management efforts within a municipal setting to achieve technology and customer service goals. The Deputy Building Official will demonstrate the ability to inspire confidence, collaboration, and action through highly effective interpersonal and communication skills. This approachable manager will have the ability to engage key stakeholders within the City organization and the community-at-large, to develop and implement strategies aimed at implementing technology and improving/streamlining the Building Permit process, improving the customer experience, all while ensuring the protection of public health and safety through the application of building codes. This strategic professional will understand the importance of building strong relationships within the City and the community to achieve goals.

Collaborative, Technologically Proficient, and an Accessible Leader

The individual selected will be an approachable and visionary leader known for their collaborative spirit, strong relationships, and team building skills.

The successful candidate will be joining a team of talented professionals in a fast-paced dynamic work environment that requires an ability to carefully reason through and solve complex problems to achieve critical goals and objectives of the City and the Community Development Department. Possessing exceptional interpersonal and communication skills, emotional intelligence, and keen discernment of organizational dynamics and sensitivities, the ideal candidate will have experience working with high level officials, City staff and the community. They will be seen as a trusted partner with a profound knowledge of building codes and their proper application as well as being an effective assistant in implementing new technology and process improvements.

A Knowledgeable and Effective Problem Solver

This experienced manager will have a deep knowledge of construction requirements, practices, and the intent of regulations related to construction of complex projects and methods, practices and processes used in building construction. This hands-on professional will have proven success in the areas of collaborating with staff within and across the organization, integrating cross-departmental permit navigation efforts, and applying innovative solutions to produce tangible results for the community.

Strategic Thinker with Exceptional Project Management Skills

This talented professional will have experience working effectively in a municipal setting to plan, organize, train, mentor and supervise staff in order to create an effective permit center. They will work within and across the organization and with key stakeholders to establish a shared vision for a new development review process and implement strategies and procedures to achieve this vision. They will possess exceptional communication and engagement skills to communicate this vision within their team, across the organization and to the community in a compelling way. They will exhibit strong project management skills and be adept in leading teams and collaborating across the organization to keep projects on track. This results-oriented professional will have demonstrated experience setting, tracking, and reporting metrics, as well as promoting the success of the City's efforts.

Position Essentials

Experience and Training – Five (5) years of increasingly responsible experience in building inspection, plan review, design, or construction, including: one (1) year of lead or supervisory experience and one (1) year of serving a municipal building Department/Division. Education equivalent to an associate's degree from an accredited college or university in architecture, business, public administration, construction, or a related field. Possession of a bachelor's degree is highly desirable.

Required Licenses or Certificates – Possession of a valid Class C California Driver License. Possession of a Residential or Commercial Combination Inspector Certification or CALGreen Certification issued by the International Code Council (ICC). Possession of a Certified Building Official certification issued by the ICC is highly desirable.

THE COMPENSATION

The annual salary range for the Deputy Building Official is anticipated to increase to approximately \$124,258 to \$186,387 with a control point (midpoint) of \$155,322 pending City Council approval on June 28, 2022, with an anticipated effective date of June 26, 2022. Appointment beyond the midpoint may be considered depending on qualifications and experience. Salary growth after appointment is in accordance with a pay-for-performance plan and increases may be awarded annually for meritorious performance. The City also offers an attractive benefits package, including:

Retirement – 2.7% at 55 years of age for CalPERS classic members and 2% at 62 for CalPERS new members; employee contribution to CalPERS is 11.5% for classic members and 10.5% for new members for fiscal year 2020-21; with no Social Security deduction.

Vacation Leave – 12 days per year increasing up to 23 days depending on years of service. Annual vacation cash-out program available.

Sick Leave – Accrues at 12 days per year. Additional 4 hours of vacation leave is granted for each quarter when sick leave is not used.

Management Leave – 10 days per fiscal year; paid out at the end of the fiscal year if not used.

Health Insurance – The City offers a choice of four medical plans (two HMO plans, one HDHP/HSA, and one PPO) through Health Net and Kaiser. The City pays the full premium for vision coverage and full dental premiums for the employee plus a significant portion of dependent coverage. Short and long-term disability, life, and accidental death and dismemberment insurances are provided and paid for by the City.

Wellness – Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program.

Commuter Incentives – Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee

contribution; discounts for carpools and ride-shares, and a bicycle commute incentive.

Tuition Reimbursement – Tuition reimbursement funds up to \$20,000 for completion of a job-related bachelor's or master's degree or approved leadership program.

Management Development – Funds up to \$1,000 annually in addition to regularly budgeted travel and training.

Retiree Health Plan – Employees can participate in a defined benefit or a defined contribution retiree health plan.

Deferred Compensation – Deferred compensation plan available for voluntary employee contributions.

Housing – A low-interest loan of up to \$250,000 is available to assist with purchasing of a primary residence in Mountain View or within a 10-mile radius of Mountain View (following successful completion of a 1-year probation).

Other Benefits – The City offers an Employee Assistance Program (EAP), IRS Section 125 flexible benefits or pretax childcare.

TO APPLY

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

www.bobmurrayassoc.com

**Filing Deadline:
August 10, 2022**

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 and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Mountain View. 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.

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

(916) 784-9080

