

# **BUILDING OFFICIAL**

## The Community

Menlo Park is a city of beautiful, tree-lined neighborhoods and active commercial districts. Located conveniently between the major metropolitan areas of San Francisco and San Jose, Menlo Park is home to approximately 32,000 residents in its 19 square miles. The stunning natural surroundings of the city afford views of the San Francisco Bay to the east and the Pacific Coastal Range to the west. Menlo Park's climate is moderate to warm, with an average of 265 sunny days a year.

Menlo Park's residents reflect a diverse range of backgrounds and interests who tend to be well educated and actively engaged in community life.

Excellent public and private schools serve its many young families, while residents of all ages enjoy the City's numerous parks and recreational facilities. The city's close proximity to Stanford University and Menlo College provides a multitude of academic, cultural and athletic event opportunities. The arts and leisure activities of the major urban areas of San Francisco and San Jose are close by and easily accessible via Caltrain. These and many other amenities contribute to Menlo Park's outstanding quality of life.

Located in the heart of Menlo Park is a downtown featuring unique and upscale shops, restaurants and entertainment, including the Guild Theatre. Set in a pleasant, pedestrian-oriented atmosphere, Menlo Park's downtown area attracts locals and visitors alike. Known worldwide as the "Capital of Venture Capital," Menlo Park hosts many venture capital firms and is well situated to benefit from and help shape new technologies and markets originating from the Silicon Valley. Additionally, the city is host to numerous technology and healthcare related companies, including such major employers as Meta (formerly Facebook), SRI International, Pacific Biosciences, Exponent, Grail and Personalis.



## City Government and the Community Development Department

Menlo Park was founded November 23, 1927, as a general law city under the State of California and operates under the council-manager form of government. The City Council directly appoints the City Manager and City Attorney, as well as members of a variety of commissions and committees. City departments that report to the City Manager include Administrative Services, the City Manager's Office, Community Development, Library and Community Services, Police and Public Works. Fire protection and sanitary services are provided by separate special districts.

The City is supported by approximately 293 full-time equivalent employees, has a \$76.1M General Fund budget, \$131.4M Capital Improvement budget, and an all-funds budget of approximately \$207.6M. As evidence of the City's sound fiscal stewardship and solid financial standing, Menlo Park is one of the few cities in California that consistently maintains an AAA bond rating.



The Community Development department is responsible for ensuring a sustainable and vibrant community that supports a high quality of life for residents, businesses and visitors. It includes the Building, Planning and Housing divisions, and core services include building permits, plan check, inspections, affordable housing administration and housing initiatives, as well as long-range planning and development review. The Building Division is responsible for managing the building permit, plan check and inspection processes for compliance with all applicable State laws, local municipal codes and related policies involving building construction, which requires a high level of customer service with the public and coordination within and across departments and agencies.

## The Position and Ideal Candidate

The Building Official oversees the development of programs, projects, operations, and services of the Building Division, and is a part of the Community Development management team. This position will manage a 13-member team, including a Permit Manager; Building Permit Technicians, Plan Check Engineer, and Building Inspectors, and will receive general direction from the Assistant Community Development Director or the Community Development Director. Successful performance in this role requires professional and technical skills in the core functional areas of permitting, plan checking and building inspections, as well as knowledge of public policy and municipal services, and excellence in communication and leadership. The

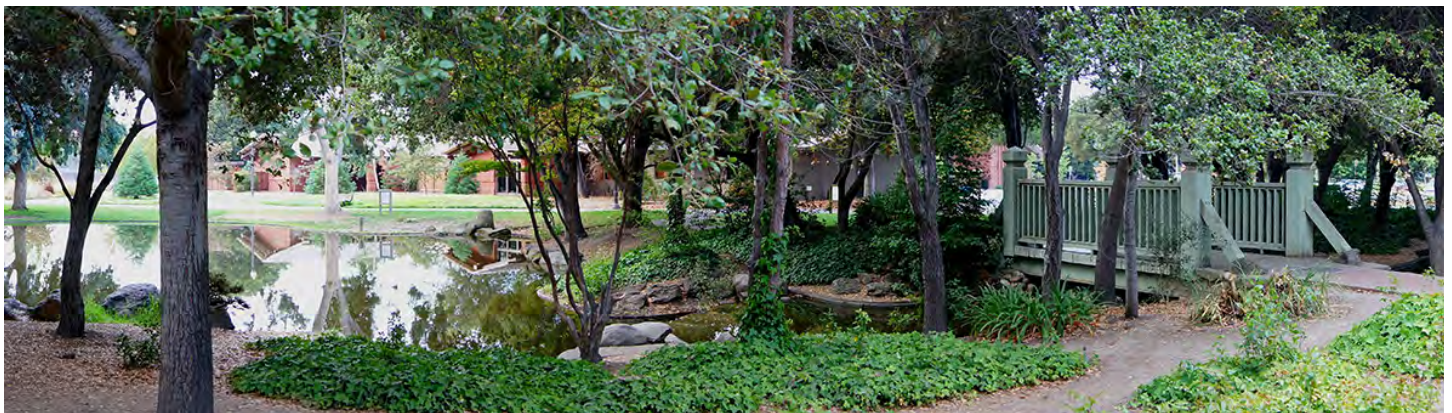


individual must be able to assess the current needs of the department and look for innovative ways to help the department advance to improve service delivery and meet the changing needs of the community. This will require guiding modifications to the City's land management permitting system (Accela) to improve processes, enhance customer service and monitor data.

With the adoption of the General Plan Update in 2016 and, most recently, the Housing Element zoning-related changes, the City is expected to see physical change as plans come to fruition. A key priority for this position will be overseeing the building permit process for a diverse range of projects from tenant improvements to new single-family residential construction to hotels to large-scale, comprehensive planned mixed-use campuses. Currently, the City has approximately 775 residential units and 260,000 square feet of life science uses under construction, with over 2,000 residential units, two hotels and more than 1.8 million square feet of commercial square footage approved, but not yet under construction, along with a number of large development projects currently under review. To learn more, visit [menlopark.gov/projects](http://menlopark.gov/projects). Another focus of the position will be on collaborating with the Sustainability Team to evaluate and develop green and sustainable codes and regulations to further the City's climate action goal, which is one of the City Council's top priorities.

The Building Official must be a collaborative leader, coordinating across teams and agencies to provide a high level of customer support during the land development process. The new hire must be able to work with stakeholders and key partners and ensure that the department supports the health and welfare of all residents. Internally, the individual must mentor and develop staff within the department and demonstrate a strong grasp of operations-management to lead the team and assess and improve systems if needed.

This position will require at least five (5) or more years of progressive full-time experience in building plans examination, building inspection and/or construction management, including two (2) years management and/or supervisory experience. Possession of a bachelor's degree from an accredited college or university with major coursework in engineering, architecture, construction management, or a closely related field is required. ICC Certification as a Building Plans Examiner, Combination Residential or Commercial Building Inspector required at the time of hire, and certification as a Certified Building Official required within one (1) year from date of hire.



## Compensation and Benefits

The salary range for this position is \$138,171 to \$186,237 annually, DOQ. The City offers a competitive benefits program for unrepresented management positions, which includes the following:

- ◆ Retirement – California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. “Classic” tier II employees new to the City of Menlo Park receive a 2% @ 60 formula. “PEPRA” employees (those new to CalPERS since 2013 and who do not belong to a reciprocal agency of CalPERS) will receive the tier III formula of 2% @ 62.
- ◆ Health Insurance – The City pays 100% of health premium costs for medical, dental (through Delta Dental), and vision (basic plan premiums through Vision Service Plan).
- ◆ Holidays – Eleven (11) paid holidays per year.
- ◆ General Leave – 338 hours of leave accrual each year and ability to cash out up to 120 hours annually.
- ◆ Management Leave – 80 hours of leave granted every October, prorated based on hire date.
- ◆ Deferred Compensation – City provides 457(b) plans and matches employee contribution up to 4% of salary or the IRS maximum, whichever is less, for “Classic” tier II and all “PEPRA” members.
- ◆ Management Bonus – The City Manager may award employees a bonus of up to \$20,000 each fiscal year, subject to annual budget appropriations.
- ◆ Auto Allowance - \$6,838 per year (adjusted annually by CPI).
- ◆ Health reimbursement account – \$2,500 per year City contribution.
- ◆ Life Insurance – The City pays 100% of premiums for coverage of 150% of annual earnings up to a maximum benefit of \$350,000.
- ◆ Long Term Disability and AD&D Insurance – 100% City-paid premiums.
- ◆ Education Reimbursement – Reimbursement up to \$3,600 per year for tuition expenses and/or assistance with student loan payments incurred in pursuit of post-secondary education during or prior to employee’s service to the City.
- ◆ Additional benefits include a City-paid Caltrain Go Pass / Bay Pass for unlimited transportation rides around the Bay Area, Employee Assistance Program (EAP), Retiree Health Benefits, Flexible Spending Accounts and an on-site gym.



**For more information on the City of Menlo Park, visit its website at [www.menlopark.gov](http://www.menlopark.gov).**

## The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date is Sunday, May 5, 2024. Avery Associates is expecting to conduct preliminary interviews with qualified applicants in early May. It is anticipated that recommended candidates will interview with the City of Menlo Park the week of May 13 with an appointment expected in early June.

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or by email: [bill@averyassoc.net](mailto:bill@averyassoc.net) or Kristi Ward at 408.507.9378 or by email: [kristiw@averyassoc.net](mailto:kristiw@averyassoc.net).