

## Compensation and Benefits

- The City of Sonoma provides a competitive compensation and benefits package. The current salary range for the Building Official is \$10,227 to \$12,431 per month. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

The benefits package includes:

- Retirement: CalPERS Retirement System – Classic employees: 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPRA including 2% @ 62. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$100,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 8 hours per month.
- Administrative Leave: 64 hours awarded on July 1 of each fiscal year.
- Paid Holidays: 14 holidays per year.

## The Recruitment Process

To apply for this exciting career opportunity, please send your application and supplemental questionnaire electronically to:

City of Sonoma – Attention: Cathy Lanning, Human Resources Manager  
clanning@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

## Search Schedule:

Open Until Filled

Preliminary Interviews..... To Be Determined

## Selection Process:

Applications will be screened for relevant training and experience. The best qualified applicants will be invited to an interview. After a Conditional Offer of employment is made, the City will conduct a reference check including but not limited to the verification of employment history and education. Applicants will also be required to complete and pass a background investigation.

**The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.**

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

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707.938.3681 phone  
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www.sonomacity.org



# City of Sonoma California



## Building Official

**~Apply Immediately~  
Open Until Filled**

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Building Official. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions.

## The Position

Under general supervision by the City's Community Development Director, the Building Official plans, organizes, supervises, directs, performs, and coordinates activities of the Building Division within the Community Development Department including complex level work related to building division administration, building inspection, plan review and code enforcement of building standards.

The Building Official is the City's designated authority charged with administration and enforcement of local, State and Federal codes for buildings and structures within the City and is the City's designated Floodplain Administrator.

The Building Official is responsible for supervising the City's Building Inspector(s), Plans Examiner(s), and other technical and administrative staff as assigned, and provides the administration, enforcement and interpretations of the California Building Standards Code.

The City of Sonoma is an equal opportunity employer. It is the policy of the City to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

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Veteran's Preference – View the City of Sonoma's Veteran's Preference Policy at: <https://www.sonomacity.org/documents/veterans-preference-policy/>

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of Sonoma will afford veteran preference over other candidates.

## The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in *Northern California to live, visit, and do business*. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene.

## The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 42 full-time and four part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/ Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

## Distinguishing Characteristics

The Building Official is distinguished from the Building Inspector II and Plans Examiner positions in that the latter are journey level class and perform general building inspection, plans examination and code enforcement duties for residential, commercial, and industrial structures. The Building Official is the supervisory/management level individual responsible for the administration, management and fulfillment of all Building Division services and may perform the more difficult and complex plan reviews, inspections and code enforcement activities or otherwise augment those services to meet service level standards. The Building Official uses professional judgment to make sound decisions based on a broad level of knowledge of code requirements and City policies and procedures and is the final staff authority for approving alternative materials and interpreting and enforcing the CA Building Standards Code. This class is responsible for first line supervision, works more independently, and exercises a greater degree of discretion and authority in execution of duties.

### Examples of Essential Duties

- Duties may include, but are not limited to, the following:
- Plan, schedule, and perform field inspections of construction projects.
- Ensure that building construction is in compliance with related laws, codes, ordinances and regulations.
- Research, interpret and explain codes, standards, requirements and restrictions; provide information to architects, contractors, engineers and the public.
- Review permit applications and coordinate inspection and plans examination activities with other city departments and divisions.
- Prepare reports, investigate code violations and issue violation notices, correction notices and abatement orders; maintain files and reports regarding inspection activities and findings.
- Maintain building division records.
- Evaluate, justify and implement Building Division fee schedules and methodologies.
- Develop and implement divisional goals, objectives, policies and procedures.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Evaluate and justify staffing levels; assemble building statistics and reports.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- In addition to the duties listed above, an employee within this classification will perform additional duties as assigned..

## Minimum Qualifications

- Five years of increasingly responsible experience in building construction trades, building inspection or plan checking, including at least two years of supervisory responsibility and including at least two years of working for a building department/division of a governmental agency.
- Specialized training in building department administration, code enforcement, supervision, building inspection, plan review, disabled access standards, computer programs, project management or other training pertinent to the position.
- A college degree (associate's, bachelor, masters, doctorate) from an accredited college with major course work in construction management, construction inspection, code administration, building safety, architecture, engineering, or a related field is desirable.

### Certifications/Registration:

- Possession of a valid California driver's license is required.
- Possession of one or more International Code Conference (ICC) certificate(s) in an Inspector, Plans Examiner or Building Official category or registration as a Licensed Architect or Registered Electrical, Mechanical, or Civil Engineer by the State of California is required.
- Possession of an International Code Conference (ICC) certificate as a Building Official is required within one year of appointment.
- Possession of, or acquisition of a Certified Safety Assessment Program Evaluator or Coordinator designation from the State of California Office of Emergency Services is required within one year of appointment.
- Possession of a Certified Access Specialist program (CASp) certification from the State of California is highly desirable. Acquisition of CASp certification is required within three years of appointment, unless otherwise postponed or waived by the Community Development Director.

### Examples of Abilities Needed:

- Read and interpret building plans, specifications, codes and regulations;
- Understand simple mathematic computations ;
- Inspect and verify the work product of others. Clearly and concisely convey and communicate, verbally and in writing, violations, corrections and code requirements;
- Produce written material using proper sentence construction, punctuation and grammar;
- Use computer systems for word processing, e-mail and permit computations;
- Safely operate a motor vehicle;
- Establish and maintain effective and cordial working relationships with other City staff members, builders, contractors and the general public;
- Complete a minimum of 45 hours of continuing education within every three-year period;
- Enforce regulations with firmness, tact and helpful customer service;
- Understand and follow posted work rules and procedures;
- Appear for work on time;
- Follow directions from a supervisor and accept constructive criticism.

### Examples of Knowledge Needed:

- Principles, practices and techniques of plans examination, building inspection and code enforcement work;
- Workplace safety standards;
- Methods of construction applicable to the full range of construction activity commonly occurring within the community;
- Building related codes and ordinances enforceable by the City including the California Building Standards Code, zoning ordinances, City environmental and energy regulations and other applicable state and federal regulations.