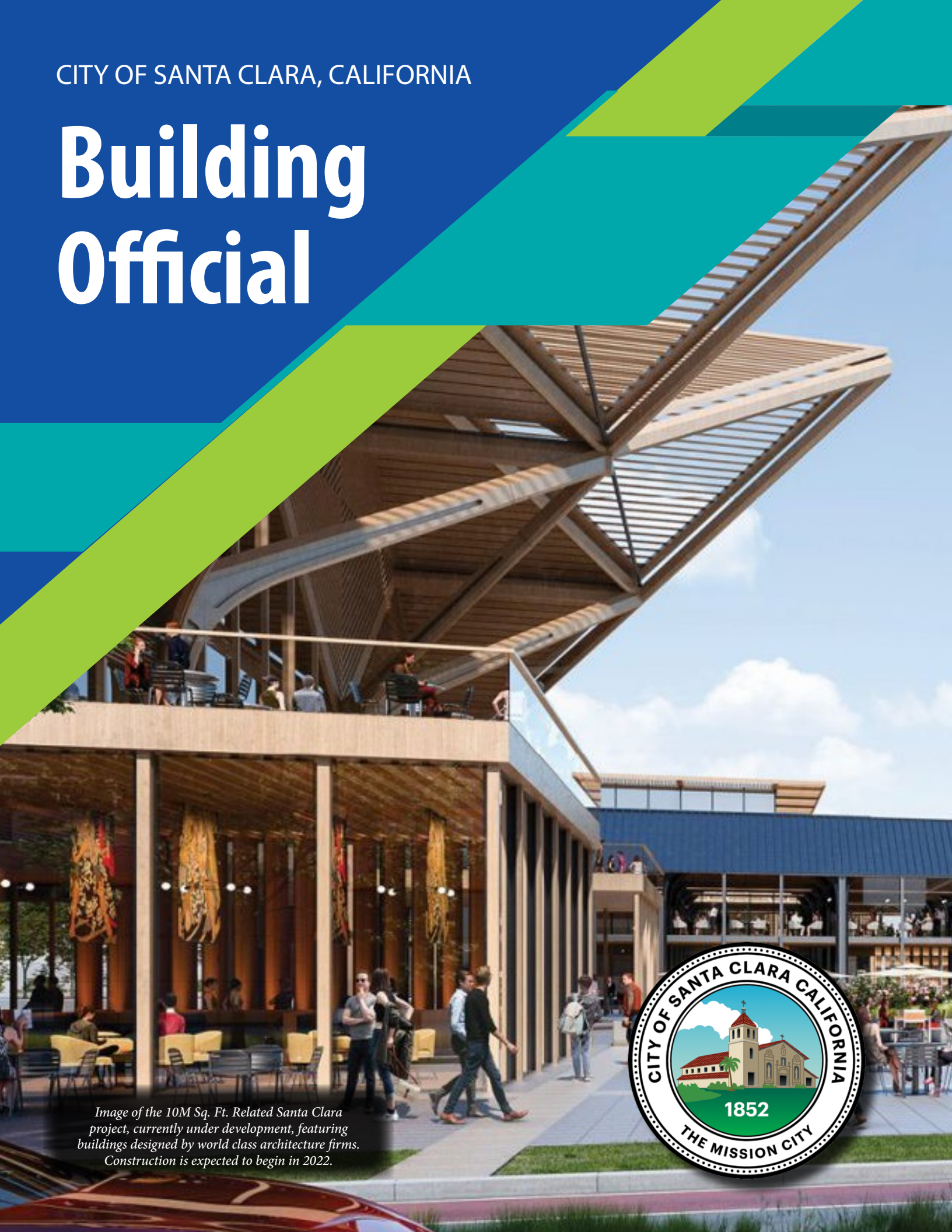


CITY OF SANTA CLARA, CALIFORNIA

# Building Official



*Image of the 10M Sq. Ft. Related Santa Clara project, currently under development, featuring buildings designed by world class architecture firms. Construction is expected to begin in 2022.*





*A recently completed example of mixed-use residential development underway in Santa Clara*

## THE COMMUNITY

The City of Santa Clara (pop. 129,488) lies at the center of the Silicon Valley just 45 miles south of San Francisco. Incorporated in 1852, it is a city rich with history. Santa Clara University, the oldest institution of higher learning in California, is also home to the eighth of California's 21 missions. Santa Clara has been named as one of the ten safest Cities in America; has been named as one of the most livable cities in America because of its outstanding quality of life and opportunities for individual and business success; and through the utility's Santa Clara Green Power program, the City ranks 5th in the nation by the Environmental Protection Agency (EPA) among cities of any size for the amount of 100% green power usage by its customers.

The community is characterized by a small-town feel, while continuing to support high-tech businesses and a prosperous industry. With a strong high-tech presence in the area, many of the world's largest technology corporations are based in Santa Clara resulting in a population that nearly doubles during the day. Intel, Applied Materials, Agilent Technologies, Marvell and NVIDIA are just a few of the companies that have established their headquarters in Santa Clara, with Apple and Facebook each having a presence as well. The City of Santa Clara also has three advanced education institutions: Santa Clara University, Mission College, and University of California, Davis extension. Westfield Valley Fair shopping mall is co-located in Santa Clara and distinguished as the Silicon Valley's premier shopping mall, which is also one of the largest malls in the United States and has one of the highest sales volumes in California.

The City of Santa Clara enjoys over 300 days of sunshine annually and beautiful tree-lined streets offer residents a wide array of pleasant neighborhoods. Residents have access to an abundance of cultural and recreational opportunities, including California's Great America theme park, Triton Museum, theater productions, and a summer concert series. Santa Clara amenities also include Levi's® Stadium, the home of the 49ers National Football team, a Convention Center, numerous community and recreation centers, an International Swim Center, retail shopping, restaurants, and medical facilities. All this coupled with award-winning schools, strong small businesses, and a low crime rate help make Santa Clara a very attractive place to live and work. Overall, residents feel very positive about the quality of life in Santa Clara – according to statistically valid surveys conducted in 2018, 90% rated the City a good or excellent place to live.

Like many cities in the Silicon Valley, Santa Clara is experiencing an unprecedented level of development. City Place, a 240-acre complex of mixed-use development across from Levi's® Stadium, is being developed by Related California/Related Companies and is the largest development project west of Manhattan. The largest project in the history of the Silicon Valley, City Place, a new multi-phased, mixed-use development of up to 9.16 million gross square feet of office buildings, retail and entertaining facilities, residential units, hotel rooms, surface and structured parking facilities, new open space and roads, landscaping and tree replacement, and new/upgraded/expanded infrastructure and utilities. For more information, visit: <http://bit.ly/2Gv5LjW>.

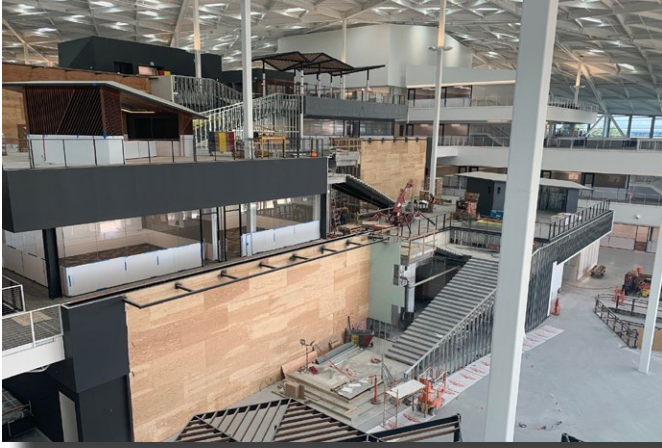
## CITY GOVERNMENT

Santa Clara is a full-service Charter City operating under a Council-Manager form of government. The City Council consists of a Mayor who is elected at-large and six Councilmembers who are elected by district. Each serve four-year terms and the City Charter limits the Mayor and Councilmembers to two consecutive terms. In Santa Clara, the Police Chief and City Clerk are also elected positions.

The City Manager, City Attorney, and City Auditor are appointed by the City Council. The City Manager is the Chief Executive Officer for the City, Silicon Valley Power, Stadium Authority, and the appointing authority of employees. The City's total workforce is 1,150.75 FTEs and the 2020-21 fiscal year budget is \$1.028 billion with \$342.1 million in Capital Improvement Projects. In addition to the general municipal services conventionally provided by a local government, Santa Clara operates three additional lines of public service, either through a DBA or separate Joint Powers Authority (JPA) public agency: (1) a municipal electric utility doing business as, Silicon Valley Power; (2) Santa Clara Stadium Authority, the Joint Powers Agency charged with oversight of the Levi's Stadium; and, (3) Santa Clara Convention Center, a city-owned facility operated by a third party management agreement with tourism attraction services supported by a Tourism Improvement District. Combined, the annual



*The Santa Clara Building Division rapidly implemented safety protocols and technology tools at the onset of the Covid-19 outbreak that allowed the City to provide a full range of plan check and inspection services without interruption,*



*NVIDIA Headquarters Building – Phase 2 under construction*

operating fiscal portfolio for these services are over \$1.3 billion with assets over \$3.5 billion. Detailed information on the City of Santa Clara can be found at: <http://santaclaraca.gov/>.

### **Santa Clara Mission Statement**

*The Mission of the City of Santa Clara is to promote a living and working environment that allows for the best quality of life by serving the community with resourceful, efficient, progressive, and professional leadership.*

## **LEADERSHIP & CULTURE**

Deanna Santana began her tenure as Santa Clara's City Manager in November 2017. Nationally recognized as a progressive leader in the profession, the Council was attracted to her leadership track record as a reformer and turnaround specialist with unique expertise in city management, Silicon Valley development, and professional sports team/entertainment public facilities and oversight. Prior to arriving in Santa Clara, she served as City Manager in Sunnyvale and Oakland following her local government executive-level career in the San José's City Manager's Office. Deanna is known for being an inspiring visionary, results-oriented leader and empowering manager who holds organizations and people to high standards. In addition, she has a consistent history of attracting some of the best and brightest talent from both public and private sectors, with a strong focus on succession planning and mentorship.

## **THE DEPARTMENT**

The Community Development Department is comprised of three divisions: Planning, Building, and Housing and Community Services. The Department's primary purpose is to guide the ongoing physical development of the community, which includes long range land use planning, review of new development proposals and construction to ensure that it conforms to the standards of the City and State and the provision of affordable housing within the City of Santa Clara. The delivery of high-quality professional services, including the enhancement and streamlining of the development permit process, and forging partnerships to provide housing services to lower income members of the community are primary objectives of the Department.

### **Santa Clara Key Facts**

- City Population: 129,488
- Incorporated in 1852
- FY 2019-2020 Building Valuation for New Construction: \$1.7 Billion
- Location of Headquarters for Silicon Valley Companies: Intel, Applied Materials, Advanced Micro Devices, Agilent Technologies, Marvell, Seres Automobiles, and NVIDIA
- Home to Santa Clara University, the oldest institution of higher learning in California and the site of the eight of California's 21 missions.
- Over 20,000 new housing units under planning or in construction utilizing Type I, II, III, and V construction types

The Building Division is characterized by a strong team-orientation and a culture that empowers individual employees to fully utilize their professional abilities in the work place. The Building Division's Mission is to provide high quality and efficient services for the design, construction, use, occupancy, and maintenance of all buildings and structures in order to safeguard the public health, safety and general welfare in the built environment. Santa Clara's policies and standards are contained in the General Plan, Zoning Ordinance, California Building Codes and adopted City Council policies. Plans for all new structures are reviewed and construction inspections are made to verify the safety and basic quality of work.

## **THE POSITION AND IDEAL CANDIDATE**

The City of Santa Clara is seeking a team-oriented Building Official for a highly active building division. The Building Official is an "at will" management position responsible for overseeing the Building Inspection Division of the Community Development Department.

For a full job description, visit: [Building Official](#)

The ideal candidate will be a proven professional who enjoys working for a community with a high level of development. Individuals should be comfortable working with the high level of activity, have a strong commitment to the fair and ethical administration of regulations, the ability to maintain morale, and have a reputation for fostering a positive teamwork environment. Strong candidates will be knowledgeable of the building code, have good judgement on how to apply the code, resolve problems and work with people inside and outside of their organization. The ideal candidate should also:



*Santa Clara Square is a very successful combination of office, residential and retail uses that has attracted new businesses to Santa Clara.*



*NVIDIA Headquarters Building – Phase 2 under construction*

- Possess skill and interest in providing positive leadership with staff.
- Have the ability to easily interact and develop professional relationships with various stakeholders.
- Have an understanding of engineering.
- Have the ability to be organized to sufficiently manage multiple projects at any given time.
- Possess strong oral and written communication skills.
- Support the goals of the division and meet the needs of the citizens and businesses.
- Enhance and maintain the high quality of the physical characteristics of the City.
- Have supervisory experience with a municipal government..

## EDUCATION AND EXPERIENCE

Education and experience requirements for the Building Official include:

- A Bachelor's degree from an accredited college or university in engineering, architecture, or a related field, and five years of increasingly responsible experience in work involving building inspection, design, or construction, at least two years of which shall have been in a management capacity.
- Possession of a valid Californian Class C driver's license is required at time of appointment and for duration of employment.
- Certification by the International Conference of Building Officials as a Combination Inspector, Plans Examiner, or Building Official is desirable.
- Possession of a valid certificate of registration from the State of California as a Civil or Structural Engineer is desirable.

Other Requirements:

- May be required to travel independently both within and outside of the City limits.

## COMPENSATION AND BENEFITS

The salary range for this position is **\$181,128 - \$234,396** per year. The City provides a competitive benefits package, including:

- **Retirement** – PERS 2.7% at 55, single highest year, for "Classic" CalPERS members. (Employees who have never been a member of CalPERS or a reciprocal agency or who have had a break in service of 6 months or more from a CalPERS/reciprocal agency will have 2.0% at 62, highest three-year average final compensation in accordance with PEPPRA legislation).

- **Health Insurance** – Choice of health insurance plans provided through CalPERS health, with a health allocation of up to \$1,015.59 per month, based upon plan enrollment. Employee pays for additional premiums above the health allocation.
- **Medicare and Social Security (FICA)** – Employee pays 6.20% (Social Security) of gross pay up to \$8,853.60 for 2021. Employee pays 1.45% (Medicare) of gross pay up to \$200,000 a calendar year, employee pays 0.9% additional Medicare tax for 2021.
- **Dental and Vision Insurance** – City pays employee-only lowest cost plan.
- **Personal Time** – Vacation is accrued initially at the rate of two weeks per year with amounts increasing up to 24 days after 21 years of service. Consideration may be given for prior years of public service. Management Leave of 120 hours is granted per calendar year. If hired after July 1st, 60 hours is granted in the first year. Sick Leave is accrued at the rate of approximately 8 hours per month.
- **Holidays** – The City observes thirteen (13) paid holidays annually and four (4) paid holidays between 12/25 and 1/1 of the following year.
- **Deferred Compensation** – The City offers an optional 457 Plan.
- **Voluntary Employee Beneficiary Association (VEBA)** – City contributes \$50 per month toward employee's account.
- **Life Insurance** – City pays for \$50,000 of Basic Life Insurance coverage.
- **Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.
- **Vehicle Allowance** – The City provides a vehicle allowance of \$200 per month.
- **Cell Phone/Smart Phone Stipend** – \$80 per month in lieu of carrying a City-issued cell phone.

For more information on employee benefits, visit the City's benefits Website: [MOUs, Salary Plans, Benefits, and Policies | City of Santa Clara \(santaclaraca.gov\)](#)

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

**This position is open until filled.** To be considered for this opportunity, please submit cover letter of not more than one page in which you specify the Building Official position for which you are applying, resume, application, and a list of three professional references by the first application review date of **Monday, June 7, 2021** using this link: <https://www.governmentjobs.com/careers/CPSHRRS/jobs/3068189/building-official>

**CPS HR CONSULTING**

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Application materials will be screened in relation to the criteria outlined in this brochure. Candidates deemed to possess the most relevant qualifications will be invited to participate in an interview with the consultant and then the most qualified candidates will be invited to participate in a selection process that will occur in Santa Clara.