



THE TOWN OF DANVILLE, CALIFORNIA  
INVITES YOUR INTEREST IN THE POSITION OF  
**CHIEF BUILDING OFFICIAL**

## The Danville Community

The Town of Danville is a quaint community that prides itself on its small-town character, recreational activities, foodie culture, family-friendly environment, and vibrant arts scene. Founded in 1858, Danville lies in the heart of the San Ramon Valley within the Contra Costa County. It is located approximately 30 miles east of San Francisco and three miles south of Walnut Creek. Since its incorporation in 1982, the Town has focused on preserving its small-town character.



Historic Old Town Danville lies at the center of the community and offers boutique shopping, services and abundant dining. It features a combination of well-preserved historic buildings, commercial offices, mixed-uses such as the Danville Hotel Town Center, as well as community buildings maintained by the Town such as the Veterans Memorial Building and Senior Center, Danville Library, Town Meeting Hall, and the Village Theatre and Art Gallery. It is a source of pride for the community and is host to many holiday and special events, attracting visitors from throughout the Bay Area.

Danville's 42,865 residents enjoy its wonderful location, climate and environment. The preservation of open space, major ridgelines and scenic hillsides are a high priority for the 18.8 square mile community. Natural creeks, hiking and biking trails and open space encircle the Town. Mt. Diablo, at 3,849 ft. elevation, rises to the east and the Las Trampas Regional Wilderness, elevation 2,049, creates the Town's western boundary. Danville is home to the National Park Service-operated Tao House, the former home of America's only Nobel Prize-winning playwright, Eugene O'Neill.

Danville's location in close proximity to technology, employment centers and higher education, coupled with a high level of public safety and excellent schools continue to make it a sought after community within the dynamic Tri-Valley. Danville is served by the San Ramon Valley Unified School District, one of the top-ranked public school districts in California. The Town operates five community parks, two neighborhood parks, four mini parks, five school parks and numerous trails totaling 200 acres. Almost 3,800 acres (33%) of the Town's land is in open space or agricultural areas.

## The Organization

Danville is a general-law city operating under the Council-Manager form of government. A five-member Town Council is elected at large to four-year terms. The Council annually selects a Mayor and Vice Mayor from its members. The Town's total revenues for 2016/17 are budgeted at \$34.7 million against expenditures of \$31.4 million. Town Manager Joe Calabrigo is the longest serving city manager in the East Bay, serving as Danville's Town Manager since 1993. Town staffing includes 95 permanent employees, 30 contract employees and 36 full-time equivalent (FTE) temporary employees.



The Town's areas of service delivery include: General Government (Town Manager, City Attorney, City Clerk, Community Outreach, Emergency Preparedness), Police Services, Administrative Services (Finance, Information Technology, Human Resources, Economic Development, Risk Management), Development Services (Planning, Building, Code Enforcement, Engineering, Transportation, Clean Water), Maintenance Services (Buildings, Parks, Roadsides, Streets, Street Lights, Traffic Signals), and Recreation, Arts and Community Services (Sports & Facilities, Cultural Arts, Facilities Management, Youth, Teens, Seniors, Adults, Library, Community Events). The Town contracts police staffing through the Contra Costa County Sheriff's Office, which operates the Danville Police Department. Library services are provided by the Contra Costa County Library. Fire protection is provided by the San Ramon Valley Fire Protection District, water services by the East Bay Municipal Utility District, and wastewater services by the Central Contra Costa Sanitary District. The Town is a member of JPAs including RecycleSmart for recycling/solid waste services, County Connection for transit services, Municipal Pooling Authority for risk management, and TRAFFIX for student transportation services.

## The Position

The Chief Building Official (CBO) leads an eight person Division, including three Development Services Technicians (DST), two Building Inspectors, and one Plans Examiner. In addition, the CBO manages private consultants that are responsible for providing a variety of building plan check, inspection and permit management services to the community. Specifically, the division is responsible for providing building code information to the general public, place checking services, and on site plumbing, electrical, mechanical, energy, accessibility, and other code related inspections on a wide range of residential, commercial, office and industrial developments in Danville.

During fiscal year 2015-16, the division issued 3,335 permits totaling \$2.2 million in revenue. While the CBO will be responsible for the enforcement of various building standards, the Town is seeking someone who also values the importance of helping residents, developers and local business owners comply with local building standards through collaborative and solution-oriented approach. Danville values a CBO that can demonstrate the ability to work in partnership with other Town divisions to deliver customer service-oriented permitting services.

This is an outstanding opportunity for a progressive building official to come into a fiscally stable community and build upon the existing excellent reputation of the Building Division. The new CBO should be committed to continuing and expanding current building service enhancement initiatives and should have a combination of education and background that enables him/her to pursue this objective. The new CBO will play a key role in working with the Director to identify short- and long-term operational needs and fostering a working environment of inclusiveness and empowerment.

The residents and business owners and operators have high expectations for quality service. It is important that the new CBO understand that the community can be demanding, while at the same time, very supportive of Town staff. The desired candidate will be a decisive leader who is willing to initiate new ideas and solutions, but can also be open to feedback and suggestions on service delivery philosophy and processes.

## The Ideal Candidate

The new CBO will possess outstanding interpersonal skills and capable of balancing principles with pragmatism. The ideal candidate will have a thorough understanding of building inspection services and operations, including significant knowledge of the principles and practices the Uniform Building Code. He or she will also be an individual who is driven by the desire to continuously improve and innovate.

The CBO will also be politically astute with the ability to guide building staff through issues important to the organization and community. The "ideal" Chief Building Official (CBO) for the Town of Danville will be a person who:

- Provides a high level of customer service and is approachable from both a community and organizational perspective.
- Has excellent people skills, including the ability to develop trust and credibility throughout the Town and the community.
- Has solid leadership and management skills.
- Has ability to monitor and evaluate the effectiveness of service delivery methods and procedures; adapt business processes to address changing customer needs.
- Has the ability to develop and administer the Division's annual budget; participate in the forecast of funds needed for operations; establish and maintain systems of internal quality and expenditure controls.
- Can work on multiple tasks and stay on top of projects, issues and priorities.
- Has an understanding of permitting, inspection and plan check functions; and can relate to his or her staff in a collaborative manner, yet possesses the ability to be decisive.
- Has in-depth knowledge of municipal building codes and ordinances: Uniform Building, Plumbing, and Electrical Codes;



- State Housing Act of California.
- Has general knowledge and practical experience in the practices, tools, equipment and materials used in the general construction trades; and knowledge of safety regulations and procedures in relation to industrial and building construction.
- Has experience with enterprise-wide permit software (the Town uses EnerGov).
- Has excellent communication skills and an ability communicate with customers, staff and fellow management peers, as well as the ability to make effective professional presentations to the Town Council on an occasional basis.
- Demonstrates honesty and personal integrity, and sincerely enjoys public service.

### Experience

Minimum six years of experience in building services including a minimum of four years in a supervisory or lead capacity. Exposure to plan check techniques and building service administration.

### Education

Equivalent to Associate Arts Degree in Building Inspection Technology or a Bachelor's Degree from an accredited college or university in engineering architecture or other technical area related to building services or extensive background in the trades. Note: A bachelor's degree in construction management, civil engineering, architecture, or a closely related field is highly desirable.

### Licenses/Certifications/Other Requirements

- Possession of a valid certificate as a Certified Building Official from the International Code Council is required within the first twelve (12) months of employment.
- Possession of a valid California Class C Driver License is required at the time of appointment.
- Proof of U.S. citizenship or authorization to work in the United States.
- Results of a job-related physical examination

### Compensation & Benefits

The salary range for this position is \$7,843 - \$10,744 per month; the starting salary will be commensurate with qualifications and experience. The Town also provides a competitive benefits package including:

- Medical Insurance – Choice of one of two comprehensive health plans through Kaiser or Anthem Blue Cross.
- Dental Insurance – Through Delta Dental, includes \$2,500 maximum orthodontic benefit.
- Life Insurance – Town-paid \$50,000 term life insurance.
- Short-Term/Long-Term Disability – 66 2/3% of salary to maximum benefit of \$10,000 monthly for LTD.
- General/Sick Leave – 20 days of General Leave the first year in lieu of traditional sick and vacation leave; increases with longevity up to 30 days. Sick leave begins to accrue after the General Leave bank has reached 165 hours.
- Administrative Leave – 37.5 hours per year
- Holidays – 11 fixed holidays per year plus two floating holidays (13 days total)
- Employee Assistance Program.
- Section 125 Flexible Benefit Program.
- Pay-for-Performance compensation model.
- Retirement / Deferred Compensation – The Town provides a 401(a) Pension Plan and a 457 Deferred Compensation Program administered by Lincoln Financial Advisors. Employees will be 20% vested in the amounts contributed by the Town to their 401(a) pension plan after the completion of one year and an additional 20% per year thereafter until fully vested at the end of five years uninterrupted employment. The Town does not participate in State Disability Insurance or Social Security, except for Federal Medicare Insurance.

## RECRUITMENT TIMELINE

**Filing Deadline: May 26, 2017 at 5 p.m.**

**Preliminary Interviews: Week of June 26**

**Final Interviews: July 6**

## HOW TO APPLY

**To apply for this opportunity, complete the application at:**

**[www.danville.ca.gov/jointeamdanville](http://www.danville.ca.gov/jointeamdanville)**

