



**THE CITY OF COTATI INVITES APPLICATIONS FOR THE POSITION OF
BUILDING OFFICIAL
FULL TIME
Salary DOQ within a range of \$8,146- \$9,902 per month
Plus excellent benefits package
Open until July 21, 2017**

The City of Cotati has a vacancy in its Community Development Department. We are seeking a qualified and enthusiastic candidate to join our team.

Under the direction of the Community Development Director, the position performs a range of activities, including: supervisory, administrative, and technical work in the areas of building inspection, permit processing, plan checking, and code enforcement and compliance activities; plans, organizes, supervises, reviews, and participates in the work of professional, technical, contract and office support staff; coordinates activities with other divisions, City departments, outside agencies, and organizations; in concert with the Community Development Director develops and implements programs and procedures within the Building Division. Performs related duties as assigned.

The ideal candidate is able to work independently and will take the initiative to identify and carry out tasks that will improve his/her performance and benefit the division. Along with a solid understanding of Building Codes and best practices specific to governmental agencies, ideal qualities include outstanding oral communication skills, adaptability in the work environment, and a continuous learning approach. Excellent interpersonal skills are a key for success in this position.

REPORTING TO THE COMMUNITY DEVELOPMENT DIRECTOR, THE SELECTED CANDIDATE:

- Manages activities, operations, and services of the Building Division.
- Develops, implements, and maintains departmental goals, objectives, policies, and procedures.
- Oversees and participates in the development of the annual budget.
- Prepares, notices and presents ordinances, resolutions, reports and presentations to the City Council, prepares and coordinates reports and presentations on current building issues for community groups and regulatory agencies;
- Recommends codes and processes for building and code enforcement; participates in professional organizations; maintains statistics and reports on construction activity.
- Monitors and keeps informed of current trends in the field of building inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Participates and trains employees in conducting field inspections of complex building construction, plumbing, and electrical installations; interprets and enforces City building and municipal codes; supervises programs related to abatement.
- Responds to questions and concerns from the general public, contractors, vendors, and outside agencies.
- Responds to complex and difficult inquiries and requests for information by phone and at the public counter; provides information and resolves service issues and complaints; represents the Department with other City departments, other agencies, civic groups, and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

REQUIRED QUALIFICATIONS:

A typical way of obtaining the required qualifications is:

Five years of increasingly responsible experience in building inspection, plan checking, and code compliance, including two years at a management or supervisory level. Public Agency experience is desirable. International Code Council Building Official certification is required at time of hire.

AND: Certifications in building inspection and plans examination from the International Code Council or other recognized code agency. P.O.S.T. 832 Powers of Arrest and Cal OES Safety Evaluator certifications are desirable.

NOTE: A Bachelor's Degree in construction management, civil engineering, architecture or a closely related field may substitute for two of the five years of required outside experience.

A valid Class C California driver's license is required at the time of hire.

SELECTION PROCESS:

It is important to complete all required application materials. All applications will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified candidates to interview. One or more selection interviews will occur during the interview process. Additional pre-employment procedures include a background check and medical examination. It is anticipated that the successful candidate will begin employment starting August 2017 following completion of the selection process.

APPLICATION PROCEDURE:

To be considered for this exciting opportunity, candidates should complete an online application at <https://secure.entertimeonline.com/ta/i.COC.jobs?JobsSearch>.

Deadline to apply: **Friday, July 14th 2017 at 5:00 p.m.**

The City of Cotati is not responsible for failure of Internet forms or e-mail in submitting your application.

BENEFITS OVERVIEW:

- The City will pay 90% of medical coverage and employee pays the remaining 10%, 100% City-paid dental and vision care coverage for employees and eligible dependents.
- CalPERS defined benefit retirement; pension formula is dependent upon member status at time of hire. The City offers a Tier 2 formula of 2% @ 60; employees new to CalPERS will receive PEPR formula of 2% @ 62.
- Vacation accrual of 120 hours per year; 40 hours of Administrative Leave; sick leave accrual of 96 hours per year.
- 12.5 paid holidays per year
- Deferred compensation, flexible spending accounts, and credit union membership available to employees.
- City-paid EAP, long-term disability and life insurance.
- 40 hours per week schedule; City Hall is currently closed on Fridays.
- Medicare insurance coverage; no social security.
- Access to AFLAC accident, cancer, special event, and intensive care policies.
- Health club membership available at reduced rates.

ABOUT THE COMMUNITY OF COTATI:

Cotati has long been considered the "Hub" of Sonoma County, by virtue of its central location and its distinct and historic hexagonal plaza. Surrounded by beautiful vistas of hills, vineyards, majestic oaks and redwoods, Cotati offers all the benefits of living in a small city, with the cultural advantages of being located near major urban centers and a highly acclaimed state university. Cotati's roots are steeped in agriculture and music, and our citizens are proud of the diverse and charming community that has been shaped by over 100 years' history.

Cotati is home to a very clean light industrial area and is proud of its mixed-use development and "green" building programs. Cotati has an energetic and involved business community and a variety of retail experiences. There are a number of events and celebrations that take place throughout the year that offer something for everyone.

Accommodation: *Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing kduran@cotaticity.org upon submittal of application.*

THE CITY OF COTATI IS AN EQUAL OPPORTUNITY EMPLOYER