

# Deputy Director - Building



## DEPARTMENT OF PLANNING, BUILDING AND CODE ENFORCEMENT



## THE CITY

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.



In 2011, the City adopted *Envision San José 2040*, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

## THE GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,592 positions and a total budget of \$4.1 billion for the 2020-2021 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## THE DEPARTMENT

The Department of Planning, Building and Code Enforcement (PBCE) recommends and implements policies which guide the physical and economic development of the City of San José toward the achievement of community goals. The Department promotes the City's viability and quality through enforcement of land use, construction, health, safety, and environmental regulations. The Department's annual operating budget for Fiscal Year 2020-21 is approximately \$69 million. The Department has a staff of approximately 320 employees and includes four divisions:

**The Planning Division** administers current development projects, and conducts long-range planning, such implementation of the Envision San José 2040 General Plan. A Deputy Director manages the development review section and a second Deputy Director for Citywide Planning manages the planning policy/long-range planning section of this Division.

**The Building Division** conducts plan reviews and field inspections of construction projects to ensure conformance with health and safety requirements. The Division operates the City's Permit Center. The Deputy Director for Building manages this Division.

**The Code Enforcement Division** utilizes education and enforcement tools to facilitate compliance with Municipal Codes designed to maintain a healthy, safe, and clean environment. The Deputy Director for Code Enforcement manages this Division.

**The Administrative Services Division** manages the Department's budgetary, recruitment, procurement, and employee services, enabling the Divisions to provide their respective services. The Administrative Officer manages this Division.

For purposes of the planning and entitlement process, key elements of the Planning and Building Divisions operate on the interdepartmental "Development Services Team" with Public Works and the Fire Marshall. Leadership of the inter-departmental Development Services Team lies with the PBCE Department Director.

More detailed information on the Department and Divisions can be found on the City's website, <http://www.sanjoseca.gov/index.aspx?NID=205>.

## THE POSITION

Reporting to the Director's Office, the **Deputy Director of Building** provides leadership of all Building functions. S/he

is responsible for the management of 170 employees and an annual budget of about \$36 million.

The position also contributes to the overall management of the Department through overseeing various interdivisional project teams. The Deputy Director of Building manages, organizes, plans and coordinates the work of the Building Division including Plan Review, Field Inspection, and permit processing and the public counter staff serving the Development Services customers; provides highly responsible, professional technical expertise, guidance and support to assure compliance with standards to safeguard public safety and property related to construction, design, quality of material, use, occupancy, location and maintenance of structures and performs other job related work as required.



The position also manages special projects/matters, as assigned from time to time. The Deputy Director of Building will be responsible representing the Building Division at meetings with the public, elected officials, other departments/agencies and various stakeholders.

## GOALS AND OPPORTUNITIES

The Deputy Director will be key member of the Department's Senior Leadership Team. As such, the primary Goals/Opportunities for the **Deputy Director of Building** will be:

- Increase the use of technology, where appropriate, to streamline processes, improve the customer's experience, reduce the cost to deliver services and address field inspector needs.
- Engage customer groups to gain insight into opportunities for service enhancement and resolve problem areas, and to eliminate gaps and overlaps in services provided by the City Development Services partners.
- Review, recommend and implement policies and procedures for the Department's overall effectiveness, efficiency and modernization.

- Work seamlessly with the Fire Marshall to deliver coordinated customer service, integrated code implementation, and consistent inspections services.

## EDUCATION AND EXPERIENCE

- Education: A bachelor's degree in from an accredited college or university in Engineering, Architectural, Construction Management, Public or Business Administration and/or a relevant discipline is required. A Master's degree is preferred.
- Experience: Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency is required.
- Professional License: Registration as a professional engineer with the State of California, license as an architect with the State of California or a valid Certified Building Official (CBO) from the International Code Council (ICC) is required. If professional engineer or architect license is from another state, a California license must be obtained within one year of date of hire.
- License: A valid California Operators license issued by the Department of Motor Vehicles is required.
- Substantial technical depth and prior management experience in a comparable setting is desired.
- Five (5) years of increasingly responsible experience in plan review, field inspections, permit center or related activities is desired.
- Five (5) years of exemplary supervisory experience is desired.
- Experience managing a work unit equivalent to a major division within a City operating department is desired.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this county. Please be informed that the City of San José will NOT sponsor, represent or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employee application.

### Ideal Candidate

- A proven track record of successful leadership in a team-oriented environment in a similarly dynamic organization
- A visionary, who is politically astute and able to anticipate challenges and opportunities
- A "possibilities" thinker who listens to others and is highly skilled at developing alternatives and gaining consensus among residents and stakeholders

- A customer-centric professional skilled in managing multiple operations and who recognizes the importance of racial equity in service delivery and meeting the needs of a diversity of customers

### Personal Characteristics and Management Style

- Confident decision maker with a track record of producing results
- Effective and empathic communicator skilled at building relationships
- Collaborative partner with stakeholders inside and outside the City organization
- Proven leader in empowering employees and supporting their development and recognition
- An entrepreneurial spirit and effective change agent not adverse to fresh perspectives or the recalibration of the organization
- Experienced manager who appreciates and welcomes San José's rich multicultural, diverse environment

## COMPENSATION AND BENEFITS

The salary for this position is within an established annual range of \$124,012 to \$193,173 and will be dependent upon the qualifications and experience of the selected candidate. The Deputy Directors also receive an approximate five percentage (5%) ongoing non-pensionable compensation in addition to the compensation listed above. In addition, the City of San Jose provides excellent benefits, which include:

- **Retirement**– Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- **Health Insurance**– The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options.
- **Dental Insurance**– The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- **Personal Time**– Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours.
- **Sick Leave**– Sick Leave is accrued at the rate of approximately 8 hours per month.
- **Holidays**– The City observes 14 paid holidays annually.
- **Deferred Compensation**– The City offers an optional 457 Plan.
- **Flexible Spending Accounts**– The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

- **Insurance**– The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- **Employee Assistance Program**– The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits Website:

<http://www.sanJoseca.gov/index.aspx?NID=707>.



## APPLICATION AND SELECTION PROCESS

To apply for this outstanding opportunity, please submit a cover letter with current organization chart, resume (with months/years of employment and size of staff and budgets managed) by **Monday, January 25, 2021**, via e-mail to:

Zoë McChesney  
City of San José

Planning, Building and Code Enforcement Department

Email: [zoe.mcchesney@sanJoseca.gov](mailto:zoe.mcchesney@sanJoseca.gov)

Please note that applications are currently not accepted through CalOpps or any other third-party job board application system. To be considered, candidate must submit the following items via email directly to the City's recruiter as noted above.

Resumes will be screened in relation to the criteria outlined in the brochure and candidates with the most relevant qualifications will be invited to preliminary screening interviews conducted by the recruitment committee (tentatively scheduled the week of February 8, 2021). A selected group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. Following the finalists interview, the most qualified candidate(s) will be invited to meet with the Director. References will be contacted only following candidate approval. Candidates will be advised of the status of the recruitment following selection of the Deputy Director, Planning, Building and Code Enforcement Department, City of San José.

If you have any questions regarding this exciting opportunity, please do not hesitate to contact Zoë McChesney at [zoe.mcchesney@sanJoseca.gov](mailto:zoe.mcchesney@sanJoseca.gov)

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.