

# CHIEF BUILDING OFFICIAL



CITY OF NOVATO  
CALIFORNIA





## THE COMMUNITY

Spanning 28 scenic square miles and home to a population of approximately 53,000, the City of Novato is the northernmost city in Marin County. Novato offers a rare rural California atmosphere with comparatively low population density and an extensive amount of open space and parks in and around the city.

Located between San Francisco and Sonoma wine country, its mild Mediterranean climate is perfect for both adventurous and leisurely outdoor activities. Living and working in Novato means belonging to a community that really does have something for everyone. The city is safe and prides itself on its unmistakably family-friendly feel. Novato's historic and inviting downtown features tasting rooms, a diverse selection of restaurants, a variety of shopping boutiques and is home to City Hall, which also serves as a popular location for numerous community events including the seasonal Farmers' Market.

The City's quality-of-life standards are a top priority and focus for city leaders and community stakeholders. An increasing desire among Bay Area residents to live in northern Marin County has generated a consistent demand for Novato offers a variety of housing options fostering a welcoming, inclusive and sustainable community. With award-winning schools, proximity to San Francisco, and dedicated open space, the city is a haven for families and retirees alike.

The local business community is thriving with biotech companies and other important business partners choosing to have a strong presence in Novato. In addition, an array of non-profits and the Buck Institute for Research on Aging, the first independent research facility in the U.S. to focus solely on aging and age-related conditions, contribute to the City's economic vitality and potential.

## CITY GOVERNMENT

The City of Novato is a general law city and operates under a council-manager form of government. The City is supported by a FY24-25 all funds budget of \$83.8 million with \$6.9 million in new funding designated for capital projects. The City Council consists of five members, elected by district, who serve four-year terms. The mayor is selected for a one-year term from among the members of the City Council. The City Council appoints the City Manager and the City Attorney.

Services are delivered through the contributions of 198 full-time employees organized across six departments (City Manager, Administrative Services, Community Development, Parks/Recreation/Community Services, Police, and Public Works). Independent special districts provide fire, water and sanitary services. Library services are provided via a joint powers authority within Marin County.

The City Council is focused on creating a fiscally sustainable City. Voters recently approved a ¾ cent local sales tax measure, Measure M, on the November 2024 ballot to sustain their high quality of life. These funds will strengthen the City's fiscal health and provide new funding to maintain streets, roads and other infrastructure; complete necessary improvements to City parks and facilities as identified in the Parks Master Plan; and undertake other major capital projects focused on bicycle, pedestrian and traffic safety.

### Mission

**The City of Novato is dedicated to quality services, financial strength, and sustainability that enriches and supports the quality of life for everyone within our community.**

In accordance with Novato's current strategic plan, the city is committed to five overarching objectives:

- Living well together
- Great places
- Environmental stewardship
- A City that works
- Economic vitality



## COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department (CDD) is responsible for administering land use policies, environmental regulations, and design and building code standards for new construction, as well as ongoing property maintenance standards based on federal, state, and local requirements. Additionally, the Department oversees the City's affordable housing and multi-family inspection programs. Staff prioritizes community engagement in defining its goals and ensuring that the City's values are reflected in its physical environment. CDD is committed to improving the City's economic base and housing options while maintaining the community's character and environmental resources. In addition, the Department strives to provide efficient and customer-oriented permit services while continuously implementing innovative improvements.

In March 2023, CDD activated a Service Improvement Program to ensure that customer service is effective, transparent and efficient. Improvements in Phases 1 and 2 included an all agency advice center (Permit Connections), express trade permits, website updates, interactive applications, completeness checklists and customer service surveys. Phase 3 is in progress and will include the launch of a new permit tracking software and an on-line public portal.

CDD, led by the Community Development Director, is supported by 24.5 FTE and a \$5.9 million budget. The Department is comprised of four divisions: Planning, Building, Code Enforcement, and Housing. The Department's priorities include ensuring new development enhances the community, protects the environment, complies with health and safety codes, and that properties are maintained and businesses are operated in accordance with city codes and state laws.



## THE BUILDING DIVISION

The Building Division, led by the Chief Building Official, includes a talented team of seven internal staff members and is further supported with plan review and staff augmentation from outside consultants. This team manages the review, issuance, and inspection of applications for building permits in accordance with state building codes. The Division also operates the ePermit Resources Center and provides support to the Novato Housing, Zoning, and Building Codes Appeals Board. Division responsibilities further include overseeing the plan review process, which involves coordinating with other divisions, departments, and outside agencies to review, process, and track building permit applications, as well as the issuance of permits. The new Chief Building Official will help lead the transition to new permitting software (currently under implementation), with expanded capabilities for electronic plan review and permit processing. The new Chief Building Official will also be expected to work with the Director and staff to develop consistent customer-centric procedures.



## THE IDEAL CANDIDATE

Novato seeks an experienced building professional who enjoys working in a collaborative and dynamic team environment. The ideal candidate will possess expert knowledge of best practices in building code application, familiarity with permitting technologies, and a demonstrated ability to lead change. This flexible, hands-on manager will be ready to lean in where needed to support staff to ensure that critical projects are completed and lead their team in providing outstanding customer service. With exceptional communication and interpersonal skills, they will be a supportive supervisor and mentor dedicated to developing their team and helping members maximize their potential. The ability to recruit and retain superior talent in a competitive market will also be essential for success in this role.

The ideal candidate will bring a process improvement mindset with successful experience implementing new systems, technology, and procedures resulting in consistent, high-level service to the community. As a thoughtful decision maker and problem solver, they will be known for being fair and consistently applying the building code while understanding the need for flexibility when interpreting grey areas.

### Key Attributes and Characteristics

- **Exceptional Interpersonal Skills** – Proven ability to build strong, positive relationships with city staff, regional partners, community members, and developers.
- **Community-Focused** – Deep commitment to outstanding customer service and making a meaningful impact serving the community.

- **Effective Communicator** – Clear and confident communicator, both verbally and in writing, with a wide range of audiences, from city officials and business leaders to homeowners and developers.
- **Supportive Supervisor and Team Builder** – Skilled in leading, mentoring, and motivating teams to foster a collaborative and high-performing work environment.
- **Tech-Savvy and Process-Oriented** – Knowledge of best practices in the building industry with a process improvement mindset and familiarity with the latest technology for plans review, permitting, and inspection.
- **Credible Expert** – Deep knowledge of building codes and their proper application.
- **Creative Problem Solver** – Resourceful and solutions-driven, able to navigate complex challenges and contribute meaningfully to a results-oriented team.
- **Emotionally Intelligent** – Adaptive and flexible, with the ability to address ambiguous situations by applying professional judgement and empathy.

Any combination of experience and training that provides the required knowledge and abilities is qualifying. A typical way would be five years of increasingly responsible experience in design, construction, and inspection of public, commercial, industrial, and residential buildings, including two years of supervisory responsibility. Training equivalent to completion of twelfth grade supplemented by college-level coursework in architecture, construction, civil engineering, or a related field is required. A Bachelor's degree is highly desired. Possession of ICC certification as a Chief Building Official and possession or ability to obtain a valid California driver's license is also required. Possession of Division of State Architect certification as a Certified Access Specialist (CASP) is highly desirable.

## COMPENSATION & BENEFITS

The annual salary range for this position is \$143,352 - \$174,246. Appointment within the range will be DOQE. The City of Novato provides a comprehensive and competitive compensation and benefits package that includes but is not limited to:

**CalPERS Retirement:** "Classic" members: 2% at 55 and "New" members: 2% at 62. Classic members are required to pay 9.5% towards the cost of retirement. New members are required to pay 50% of the total normal cost. The City does not participate in Social Security but assesses the Medicare contribution of 1.45%.

**Deferred Compensation:** City matches employee contributions up to \$2,000 annually, subject to IRS limits.

**Flexible Work Schedule:** Generous flexibility is offered including a 9/80 schedule and consideration for telecommuting.

**Vacation Leave:** Earned at the rate of 80 hours for the first year of service; increasing to 120 hours after two years, and 160 hours after five years of service. Credit for prior years of service in local government will be considered. Annual cash out of up to 80 hours available. Accrued vacation in excess of 320 hours paid off annually.

**Executive Leave:** Up to 90 hours per fiscal year with an additional 90 hours per fiscal year awarded at the discretion of the City Manager. Accrued executive leave in excess of 270 hours paid off annually.

**Paid Holidays:** 14 days per year.

**Sick Leave:** 12 days per year.

**Medical Insurance:** The City's contribution to medical premiums depends on enrollment (e.g., employee only, employee plus one dependent, or employee plus two or more dependents). The City contributes up to \$2,893.54 per month or the amount of the Kaiser Region 1 Family premium, whichever is greater, if the employee and two or more dependents are enrolled. Employees enrolled in medical insurance through the City of Novato do not receive cash back. Employees who waive medical insurance will receive \$250 per month cash back.

**Life Insurance:** \$100,000 benefit.

**Transportation and Technology Stipend:** \$250 per month.

**Other Benefits Available:** Including dental and vision insurance, pre-tax flexible spending accounts for out-of-pocket health and dependent care costs, an Employee Assistance Program, bilingual pay, longevity pay, and up to 8 weeks of paid parental leave.

## Application & Selection Process

The closing date for this recruitment is **midnight, Sunday, July 27, 2025**.

To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).

This is a confidential process and will be handled accordingly throughout the various stages of the process.



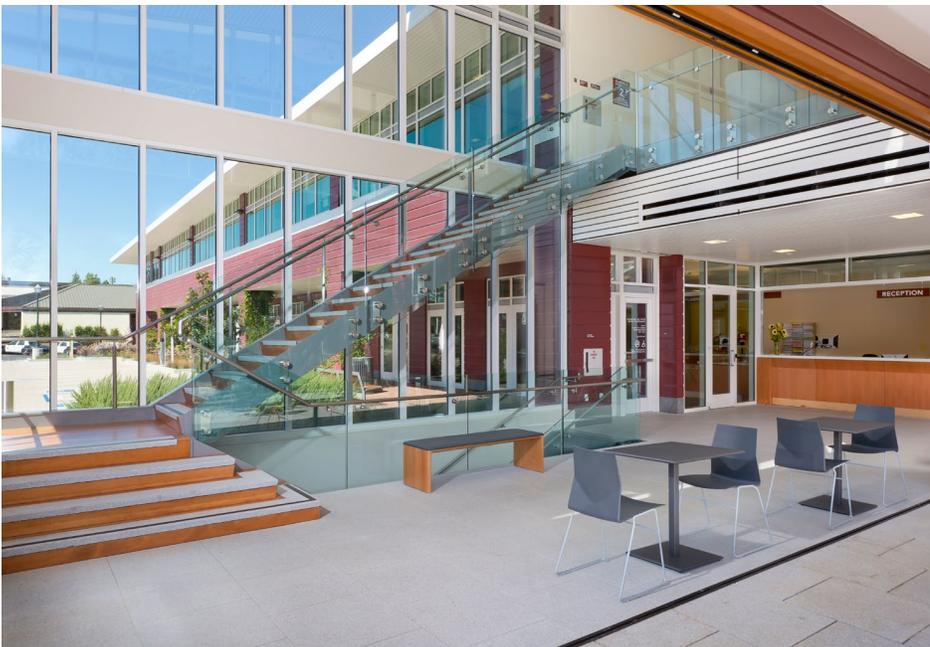
**Suzanne Mason • 562.631.2500**

**Teri Black • 424.296.3111**

**TERI BLACK & COMPANY, LLC**

[www.tbcrecruiting.com](http://www.tbcrecruiting.com)

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by one of the recruiters. Additional interviews will be scheduled as needed. A timely selection is anticipated shortly thereafter, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until mutual interest has been established.



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