

# DIRECTOR, DEPARTMENT OF BUILDING INSPECTION

City & County of San Francisco, CA



## THE COMMUNITY

San Francisco is the fourth largest city in California with more than 865,000 residents and a daytime population that swells to more than 1.2 million. It is also one of the most culturally diverse and internationally recognized of all American cities; the community is a blend of residents, businesses, and tourists from many cultures and backgrounds. San Francisco is one of the most ethnically diverse major cities in the United States, with residents of African American (5.8%), Asian (33%), Caucasian (41.9%), Hispanic (15.1%), Native American (0.2%), Pacific Islander (0.4%), and other (3.5%) descent. The City is also home to the third largest concentration of members of the LGBTQ community among the 50 largest U.S. cities.

Built on a 49 square-mile peninsula, its unique terrain is bordered on three sides by the Pacific Ocean and the San Francisco Bay. Regionally, San Francisco is often referred to as the economic and cultural hub of the Bay Area because of its vibrant make-up.

## THE GOVERNMENT

Incorporated in 1850, the City and County of San Francisco is a consolidated city-county. It is the only such consolidation in the state of California. The Mayor is also the County Executive and the County Board of Supervisors acts as the City Council. Because of its unique status, the government of San Francisco is responsible for a broad array of city, county, and regional functions. These include management of county health, welfare, and justice functions; a port, international airport, and a public transportation agency; and, a regional public utility department providing water, sewer, and power to customers in San Francisco and the broader region.

The City charter defines the two branches of government in San Francisco. The executive branch, led by the Mayor, includes other citywide elected and appointed officials. The legislative branch consists of the eleven-member Board of Supervisors. The Board, led by a President, is responsible for passing laws and budgets. San Franciscans can also make use of direct ballot initiatives to pass legislation. Voters elect members of the Board of Supervisors as representatives of specific districts within the city. The current Mayor is London Breed, and the Board President is Supervisor Shamann Walton.

## THE BUILDING INSPECTION COMMISSION (BIC)

The San Francisco Building Inspection Commission and the Department of Building Inspection were created by voter referendum in 1994. The BIC was designed to provide representation for the various communities, which interact with the Building Department. The seven different commission slots are filled by a structural engineer, a licensed architect, a residential tenant, a residential builder, a residential landlord, a community based non-profit housing developer, and a member of the general public at large. The BIC appoints the Director of DBI, sets policy, hears various appeals on issues leading up to the issuance of building permits, sits as the Abatement Appeals Board to hear appeals of Director's Orders of Abatement, and provides a public forum through their monthly meetings.

As a policy-making and supervisory body mandated by the City Charter, the BIC manages the Department of Building Inspection (DBI) and the bodies subordinate to the Commission by overseeing the effective, efficient, fair and safe enforcement of the City and County's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with Disability Access Regulations.

## THE DEPARTMENT

The DBI safeguards the life, safety and property of the citizens of San Francisco by enforcing the City's building, housing, plumbing, electrical and mechanical codes, and the disability access regulations.

The DBI provides services in the following areas:

**Permit Services** – is responsible for the collection of fees associated with permits, over-the-counter permit plan check and issuance, coordination of submitted permit applications, final approval, and technical services to ensure that proposed construction work meets all code safety requirements. This process needs to be performed in a timely, professional, and courteous manner.

**Inspection Services** – is responsible for inspecting buildings, structures, and sites within the City for compliance with applicable laws regulating construction, quality of materials, use of occupancy, location and maintenance.

**Administrative Services** – consists of the Legislative/Public Affairs, Development Fee Collection Unit, Records Management, Financial Services, Management Information Services, Information Technology Project Management, and Personnel and Payroll Services.

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The Department has a 2021-2022 Proposed Budget of \$90.0 million with 300 FTEs. The Department issues over 50,000 permits and conducts over 130,000 inspections per year and a total construction valuation of about \$3 billion.

## THE POSITION

The Director of Building Inspection is responsible for the direction and coordination of the administration, interpretation and enforcement of the City's housing, building, mechanical, electrical and plumbing codes. He/She also coordinates, approves and executes policies and procedures related to plan check and inspection activities, programs and projects. As the Building Official, the Director is responsible for directing and coordinating the preparation, review, approval, and maintenance of the City's code to be in compliance with federal and state regulations, as well as interpreting the various codes and regulations.

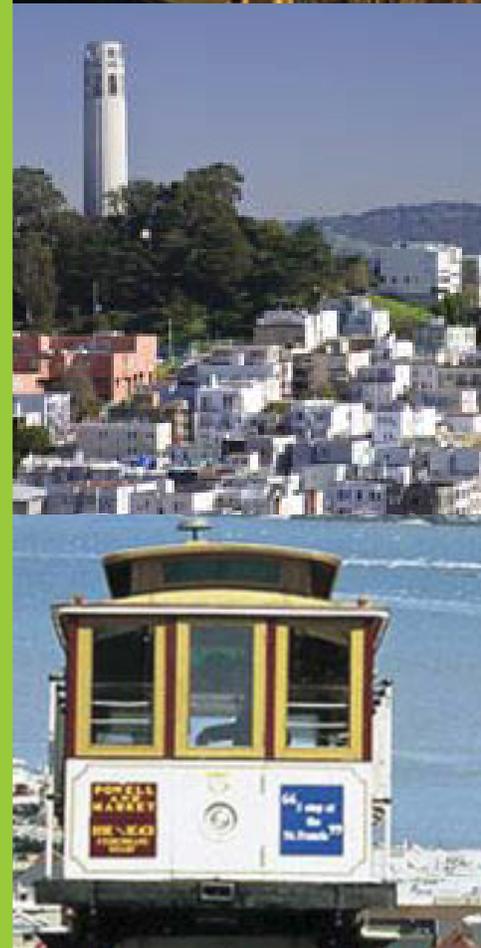
## THE IDEAL CANDIDATE

The next Director of Building Inspection will be a transformational leader with a proven track record of success who thrives in a fast-paced and busy environment. The new Director will be responsible for building confidence and trust within the Department as well as externally to the City and community. This person will bring a clear vision and provide ongoing direction to a dedicated workforce that is in the midst of rebuilding itself and improving processes in order to provide a better customer service experience to the community it serves.

The top priorities for the new Director will be:

- Lead the Department in a cultural change to one of credibility and transparency. Restore the trust in the Department internally and externally.
- Implement streamlined processes and user-friendliness while assuring fair and equitable accessibility to all communities. Continue to address San Francisco's racial equity goals throughout the Department.
- Engage, educate and be responsive to the community on the Department's services and processes. Provide a customer service platform that ensures consistency to the public.
- Continue to implement new technology to improve accountability and documentation. Use key performance indicators to set goals and track progress, learn and improve. Value technology and data-driven decision making.
- Lead organizational change while recruiting, retaining and developing the highly motivated and engaged staff.
- Collaborate and strengthen the relationship with the Departments of Planning and Public Works and Fire. Lead by example and bridge the departments together.
- Work cohesively with the Office of the Mayor, the Board of Supervisors, the City Administrator, community groups and special interest organizations.

The City and County of San Francisco seeks candidates who have the highest level of professionalism, ethics and integrity. The ideal candidate will understand the complexities of working with a big city, large scale development projects and the politics that ensue while continuing to motivate and stay the course on implementing best practices and improved technology that will benefit the community. This person will be a critical and strategic thinker who leads by example, has a respect for public input, and values the uniqueness of San Francisco.



The selected candidate will have outstanding communication skills, a record of implementing organizational change and be able to stand up for what is right to the Commission, community and other groups. He/She will be a strong leader and engaging manager who is visible and interactive with all areas of community. This person will be confident, politically aware, inspired and innovative.

The new Director will be a team builder and manager who empowers and respects staff while bringing out the best in them. Lastly, he/she will hold people accountable and strive to provide outstanding public service.

### **Education, Certifications and Experience**

Any combination of education, training and experience that ensures the candidate has the required knowledge, skills and ability may be qualifying. A typical way of qualifying is:

- A bachelor's degree in architecture, civil engineering, construction management, public policy, public administration, business administration or a closely related field; AND,
- Six years of management level experience in the administration of building codes and other construction codes, including at least one year at the executive or deputy director level in a federal, state or local jurisdiction.

In addition, current certification as a Certified Building Official by the International Code Council (ICC), Conference of American Building Officials (CABO) is required within one year of appointment. Candidates should have a solid understanding of California building, plumbing, mechanical and electrical codes.

The ideal candidate will have experience in similarly complex organizations in the areas of operations, management, construction, engineering and technology. Candidates should be active in professional organizations and have a track record of implementing best practices.

## COMPENSATION

The annual salary range will be dependent upon the qualifications and experience of the selected candidate. The City and County of San Francisco also provides an excellent benefits package, including:

- **Retirement** – Through the San Francisco Employee Retirement System (SFERS) a defined-benefit retirement is provided under the “2.3% at 65” miscellaneous employees’ formula.
- **Life Insurance** – Life insurance is provided in the amount of \$100,000 (increases to \$150,000 in FY 2021-22)
- **Health Benefits** – Eligible Municipal Executives may enroll themselves and eligible family members in medical, dental, and vision benefits.
- **Executive Leave and Vacation** – Ten (10) days accrued per year upon 1 year of service; fifteen (15) days accrued per year upon 5 years of service; twenty (20) days per year upon 15 years of service.
- **Legal Holidays** – Eleven (11) paid legal holidays per year.
- **Sick Leave** – Thirteen (13) days annually.

For additional information regarding benefits, visit: <https://sfdhr.org/MEA-Miscellaneous-Benefit-Summary>

## HOW TO APPLY

Please apply **on-line** by **October 1, 2021** at [www.alliancerc.com](http://www.alliancerc.com). For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs

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