



CITY OF  
MENLO PARK

EXECUTIVE RECRUITMENT FOR  
**BUILDING OFFICIAL**



## THE COMMUNITY

Menlo Park is a city of beautiful, tree-lined neighborhoods and active commercial districts. Located conveniently between the major metropolitan areas of San Francisco and San Jose, Menlo Park is home to approximately 33,000 residents in its 19 square miles. The stunning natural surroundings of the city afford views of the San Francisco Bay to the east and the Pacific Coastal Range to the west. Menlo Park's climate is moderate to warm, with an average of 265 sunny days a year.

Menlo Park's residents reflect a diverse range of backgrounds and interests who tend to be highly educated and actively involved in community life. Excellent public and private schools serve its many young families, while residents of all ages enjoy the city's numerous parks and recreational facilities. The city's proximity to Stanford University and Menlo College provides a multitude of academic, cultural and athletic event opportunities. The arts and leisure activities of the major urban areas of San Francisco and San Jose are close by and easily accessible via Caltrain. These and many other amenities contribute to Menlo Park's outstanding quality of life.

Located in the heart of Menlo Park is a downtown featuring unique and upscale shops, restaurants and entertainment, including the Guild Theatre. Set in a pleasant, pedestrian-oriented atmosphere, Menlo Park's downtown area attracts locals and visitors alike. Known worldwide as the "Capital of Venture Capital," Menlo Park hosts many venture capital firms and is well situated to benefit from and help shape new technologies and markets originating from the Silicon Valley. Additionally, the city is host to numerous technology and healthcare related companies, including such major employers as Meta (formerly Facebook), SRI International, Pacific Biosciences, Exponent, Grail and Personalis.



## **CITY GOVERNMENT AND THE COMMUNITY DEVELOPMENT DEPARTMENT**

Menlo Park was founded November 23, 1927, as a general law city under the State of California and operates under the council-manager form of government. The City Council directly appoints the City Manager and City Attorney, as well as members of a variety of commissions and committees. City departments include Administrative Services, the City Manager's Office, Community Development, Library and Community Services, Police and Public Works. Fire protection and sanitary services are provided by separate special districts.

The City is supported by approximately 293 full-time equivalent employees, has a \$76.1 million General Fund budget, \$131.4 million Capital Improvement budget, and an all-funds budget of approximately \$207.6 million. As evidence of the City's sound fiscal stewardship and solid financial standing, Menlo Park is one of the cities in California that consistently maintains an AAA bond rating.

The Community Development department is responsible for ensuring a sustainable and vibrant community that supports a high quality of life for residents, businesses and visitors. It includes the Building, Planning and Housing divisions, and core services include building permits, plan check, inspections, affordable housing administration and housing initiatives, as well as long-range planning and development review. The Building Division is responsible for managing the building permit, plan check and inspection processes for compliance with all applicable State laws, local municipal codes and related policies involving building construction, which requires a high level of customer service with the public and coordination within and across various departments and agencies.



## THE POSITION

The Building Official oversees the development of programs, projects, operations, and services of the Building Division, and is a part of the Community Development management team. This position will manage a 13-member team, including a Permit Manager, Building Permit Technicians, Plan Check Engineer, and Building Inspectors, and will receive general direction from the Assistant Community Development Director and the Community Development Director.

This year, the City issued approximately 2,000 building permits and completed 10,000 inspections, granting occupancy to approximately 875 residential units. In addition, 250,000 square feet of life science uses are currently under construction, with over 2,000 residential units, two hotels and more than 1.8 million square feet of commercial space approved, but not yet under construction, along with a number of large development projects currently under review. To learn more, visit [menlopark.gov/projects](http://menlopark.gov/projects). Another focus of the position will be on collaborating with the Sustainability Team to evaluate and develop green and sustainable codes and regulations to further the City's climate action goal, which is one of the City Council's top priorities.

With the adoption of the General Plan Update in 2016 and, most recently, the Housing Element zoning-related changes, the City is expected to see physical change as plans come to fruition.



## THE IDEAL CANDIDATE

The ideal candidate will be a collaborative leader, who is able to coordinate across teams and agencies to provide a high level of customer support and establish and maintain trust amongst the Building team. A high proficiency in technical, analytical and interpersonal skills is essential to ensure that the Building Division is effective and supports all customers. An effective communicator with acute problem-solving skills who can also focus on implementing professional development is highly desired.

### Opportunities and Priorities

- Assessing the current needs of the department and exploring innovative ways to assist the department in advancing service delivery improvement to meet the needs of the community and state laws.
- Guiding modifications to the City's webpage and land management permitting system (Accela) to improve processes, enhance customer service and monitor data.
- Overseeing the building permit process for a diverse range of projects from tenant improvements to new single-family residential construction to hotels to large-scale, comprehensive planned mixed-use campuses.
- Maintaining adequate staffing levels to provide excellent customer service and promote stability within the division/department.
- Reviewing and presenting the triennial Building Code updates and any local amendments to the City Council and collaborating with the Sustainability Manager on reach codes.
- Fostering a healthy work culture that continues to promote team building, collaboration, professional growth and development, and positive interaction internally and with external departments and customers.

### Minimum Requirements

#### Education and Experience

- Graduation from an accredited college or university with major coursework in engineering, architecture, construction management or a closely related field is required. ICC Certification as a Building Plans Examiner, Combination Residential or Commercial Building Inspector required at the time of hire, and certification as a Certified Building Official required within one (1) year from date of hire.
- Five (5) or more years of progressive full-time experience in building plans examination, building inspection and/or construction management, including two (2) years management and/or supervisory experience.
- Demonstrated proficiency in the core functional areas of permitting, plan checking and building inspections, as well as knowledge of public policy and municipal services.
- Strong knowledge of the California Building Standards Code and other State laws applicable to the Building Division.



## COMPENSATION AND BENEFITS

The salary range for this position is \$148,299 to \$200,204 annually, DOQ. The City offers a competitive benefits program for unrepresented management positions, which includes the following:

- Retirement – California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. “Classic” tier II employees new to the City of Menlo Park receive a 2% @ 60 formula. “PEPRA” employees (those new to CalPERS since 2013 and who do not belong to a reciprocal agency of CalPERS) will receive the tier III formula of 2% @ 62.
- Health Insurance – The City pays 100% of health premium costs for medical, dental (through Delta Dental), and vision (basic plan premiums through Vision Service Plan)
- Holidays – Eleven (11) paid holidays per year.
- General Leave – 338 hours of leave accrual each year and ability to cash out up to 120 hours annually.
- Management Leave – 80 hours of leave granted every October, prorated based on hire date.
- Deferred Compensation – City provides 457(b) plans and matches employee contribution up to 4% of salary or the IRS maximum, whichever is less, for “Classic” tier II and all “PEPRA” members.
- Management Bonus – The City Manager may award employees a bonus of up to \$20,000 each fiscal year, subject to annual budget appropriations.
- Auto Allowance - \$7,020 per year (adjusted annually by CPI).
- Health reimbursement account – \$2,500 per year City contribution.
- Life Insurance – The City pays 100% of premiums for coverage of 150% of annual earnings up to a maximum benefit of \$350,000.
- Long Term Disability and AD&D Insurance – 100% City-paid premiums.
- Education Reimbursement – Reimbursement up to \$3,600 per year for tuition expenses. and/or assistance with student loan payments incurred in pursuit of post-secondary education during or prior to employee service to the City.
- Additional benefits include a City-paid Caltrain Go Pass / Bay Pass for unlimited transportation rides around the Bay Area, Employee Assistance Program (EAP), Retiree Health Benefits, Flexible Spending Account and an on-site gym.

**For more information on the City of Menlo Park, visit its website at [www.menlopark.gov](http://www.menlopark.gov).**

## SELECTION PROCESS

This recruitment is conducted by The Hawkins Company. To receive first consideration, interested and qualified individuals please submit your resume and cover letter of interest in PFD format electronically to **[bo.comp@thehawkinscompany.com](mailto:bo.comp@thehawkinscompany.com)** by **1/28/25**. Applications will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. The first round of interviews are scheduled to take place the week of February 10th, followed by a second phase of interviews scheduled to take place the week of February 24th. Confidential inquiries are welcomed and should be directed to Ms. Tisa Jones at 213-309-7984, [tisa@thehawkinscompany.com](mailto:tisa@thehawkinscompany.com), Ms. Yonnine Hawkins Garr at 323-252-1655, [yonnine@thehawkinscompany.com](mailto:yonnine@thehawkinscompany.com) or Mr. Will Hawkins at 310-703-4474, [will@thehawkinscompany.com](mailto:will@thehawkinscompany.com).



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