

CITY OF SEDONA, ARIZONA
CHIEF BUILDING OFFICIAL



EXECUTIVE RECRUITMENT

THE POSITION

The world-renowned community of Sedona seeks an experienced and collaborative leader to serve as our next Chief Building Official (CBO). The CBO provides leadership and oversight of complex permitting, inspection, and code development and enforcement.

The building department is part of a collaborative team who report to the Community Development Director. Together, the Community Development team regulates the annual development activity occurring in the city, ranging from high-end commercial, lodging, and residential developments.

The CBO is a leader in building and code development and coordinates with other departments and agencies to support development in our one-of-a-kind community.

The next CBO will facilitate the development of new building codes and regulations, have outstanding customer service skills, ensure a culture of continuous service improvement, treat all clients with fair and consistent interpretation of codes, and maintain predictable outcomes in the permitting process.

As an approachable and personable leader, the CBO will support the departmental culture, will thrive in a family-like, team-oriented environment, and will lead skilled staff in their efforts to equitably and efficiently serve our small community.

THE DEPARTMENT

The building department is responsible for code development, plan review, permitting, and building inspection. The CBO reports to the Director of Community Development and manages four employees in development review, inspection and enforcement.



THE CITY

The City of Sedona operates under the Manager-Council form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, and overseeing administration of the City.

Sedona has a staff of approximately 165 employees and City departments include the City Manager, City Attorney, City Clerk, Community Development, Economic Development, Finance, Housing, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, Public Works, Sustainability, and Wastewater (special districts provide fire services and water).

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City.

The City, as a small community under 10,000 population, is close knit and provides exceptional opportunities to experience a wide variety of recreational activities.



VISION FOR SEDONA

Sedona is a community that nurtures connections between people, encourages healthy and active lifestyles, and supports a diverse and prosperous economy, with priority given to the protection of the environment.



QUALIFICATIONS

Strong knowledge of the duties and responsibilities of a CBO, including applied knowledge and previous administration of the I-Codes, NEC, and ADA; ability to administer highly complex local government regulations, policies, and construction processes; an appreciation for and use of technology within the permitting process; management principles, including strategic planning, resource allocation, leadership techniques, and supervision of a talented, capable staff.

Demonstrated ability to assess a variety of high-profile situations with varying degrees of sensitivity; a decisive leader who will consult with team members and various parties seeking information prior to finalizing a conclusion; and an individual who will understand trends, economic stressors, and the assessment of decision outcomes.

An open, approachable communication style that fosters enthusiasm, good humor, and creativity; an individual who is comfortable educating and informing elected and appointed officials, developers, the community, partners, and referral agencies and employees.

Demonstrated ability to manage the day-to-day fast-paced environment with a demanding workload while keeping an eye on supporting a talented multi-disciplinary staff, and coordinating with partners and referral agencies.

Able to communicate decisions throughout the organization and external to the City; facilitate the workflow amongst partners and referral agencies to achieve the strategic objectives of the City while demonstrating high regard for the clients of the building department.

EDUCATION & EXPERIENCE

Bachelor's degree in construction management, architecture, engineering, building science, construction technology, or a related field, or equivalent work experience.

A minimum of five years of increasingly responsible experience in building inspections and plan review, with at least two years in a supervisory role.

Possession of ICC Certified Building Official, Certification as a Building Official from Council of American Building Officials, ICC Certified Residential and Commercial Plans Examiner, and ICC Certified Building Inspector Certification.

Possession of, or the ability to obtain, an Arizona driver's license within two months of hire.



THE IDEAL CANDIDATE

The next CBO will provide skilled administration and leadership of the building department. Demonstrating an understanding of the development process in its entirety, the CBO will effectively oversee the building permit, inspection, and contractor licensing processes, coordinating with other stakeholder departments to ensure the needs of the community are met.

The CBO will focus on an integrated, uniform, customer-centric, and proactive approach to code compliance. They will have strong work experience, demonstrate successful navigation of complex permitting systems and processes, and understand the challenges of a highly desirable resort/tourism-based economy.

The community is progressive, engaged, and forward thinking; proving to be an excellent environment to work in and grow experience and skills. The CBO will have the opportunity to work alongside a friendly, professional staff that is committed to ensuring everyone succeeds.

The CBO will instill a sense of consistency, fair play, and empathy when administering City regulations.

As the next CBO, you will have the opportunity to shape and make direct contributions to impact the quality of life for many individuals for years to come.



COMPENSATION & BENEFITS

The City of Sedona provides competitive compensation with a comprehensive benefits package.

The hiring salary range for this position is between \$78,000.00 - \$112,000.00/DOQ.

Benefits include:

- Arizona State Retirement System
- Medical, dental, and vision coverage paid at 100% for the employee and a generous partial percentage for dependent coverage.
- Substantial HSA employer contributions
- City provided \$50,000 in life insurance
- Short-term and long-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual rates
- Eleven paid holidays
- Deferred compensation 457b plans
- Relocation assistance
- 4/10 workweek (3-day weekends)
- On-site gym
- Wellness programs

HOW TO APPLY

To be considered for this incredible opportunity, applicants should send their resume and other supporting material to Ngruenhaupt@duffygroup.com by June 22, 2023.

This is a highly confidential search process. References will not be contacted until mutual interest has been established in the later stages of the recruitment process.

Confidential inquiries are welcomed and should be directed to Nicole Gruenhaupt, Senior Recruiter, Duffy Group, at 602-899-9294 or Ngruenhaupt@duffygroup.com.



**Duffy
Group**
RECRUITMENT REDEFINED.

EXECUTIVE RECRUITMENT