



CHIEF BUILDING OFFICIAL

NAPA, CA



THE COMMUNITY

Napa, California, is located 50 miles northeast of San Francisco in the heart of the world-renowned Napa Valley. This iconic region stretches more than 30 miles through rich agricultural land, home to hundreds of wineries and thousands of other businesses that fuel a vibrant, year-round economy. As the business and residential hub of the Valley, the City of Napa is a dynamic community of approximately 78,000 residents.

Beyond its place in a globally celebrated winemaking region, Napa is a historic and culinary destination in its own right. Its revitalized downtown blends contemporary energy with reminders of the City's past – most notably the 1880s Hatt/Napa Mill buildings, still among the most recognizable structures along Main Street. Napa's riverfront and downtown continues to evolve with new boutique hotels, acclaimed restaurants, and thoughtfully planned development.

The City offers an exceptional quality of life with attractions that include premium outlet shopping, a municipal golf course (with championship courses just minutes away), a culinary arts and wine center, movie theaters, galleries, museums, three regional parks, and 54 local parks of all types. Residents enjoy river fishing and boating, excellent public and private schools, Napa Valley College's diverse programs, and a rich cultural scene that includes a symphony orchestra. Yet what truly defines Napa is its "small town feel" and the deep community pride that supports local government and civic life.

Whether your interests lean toward food, wine, outdoor beauty, cultural experiences, or simple relaxation, the City of Napa offers it all, enhanced by the mild, inviting climate for which California is known. To learn about this incredible community, visit <http://cityofnapa.org>.

THE ORGANIZATION

The City of Napa is a full-service charter city governed by a City Council comprised of five City Councilmembers (including the Mayor). The City's Councilmembers are all elected by districts, while the Mayor is elected at-large, for terms of four years. The City Manager, the City Clerk and the City Attorney are appointed by the City Council. In addition to the appointed offices, the

organization is comprised of the following departments: Community Resources and Development, Finance, Fire, Human Resources, Parks and Recreation Services, Police, Public Works and Utilities. Napa has 16 Boards, Commissions, and Committees that support the City Council and the City Departments. The City of Napa operates on a two-year budget cycle, with the most recent budget cycle beginning July 1, 2025, with a FY 2025-26 budget for all city funds of \$ 403.9 million, including projected General Fund Revenues of \$163.2 million. Approximately 530 employees support municipal operations and are represented by six bargaining units.

COMMUNITY RESOURCES AND DEVELOPMENT DEPARTMENT

The Community Resources and Development Department is staffed with 44 full-time employees and supported by an operating budget of more than \$20 million. Serving the residents of Napa, the Department provides community planning and development review, housing and homeless programs, business retention and new business recruitment, wind down of redevelopment programs, building permitting and inspection, safe and clean neighborhoods and downtown parking system management through its Planning, Economic Development, Building, Code Compliance, and Housing and Homeless Services Divisions. The Department provides significant coordination between property owners, developers and businesses, and other City departments and outside agencies to ensure successful projects and programs. In addition, the Department administers and maintains the General Plan and Zoning Ordinance, Specific Plans and prepares studies and documentation to address future planning needs.

On the Horizon: Major Projects Shaping Napa's Built Environment

Napa is entering a period of significant development momentum and the next Chief Building Official will play a pivotal role in guiding some of the city's most high-profile and complex projects. Upcoming initiatives include:

Downtown Landmark Hotel & Paseo

A major 161-room downtown hotel and 78 branded residential unit project is now moving forward, bringing a sophisticated new hospitality anchor to the city center. The development includes a public paseo connecting First Street and Brown Street, improved pedestrian circulation, and a design that blends modern architecture with Napa's historic character. For the CBO, this project offers an opportunity to oversee a prominent, multi-phase commercial build with significant public visibility and interdepartmental coordination.

Riversound

Riversound (formerly known as Napa Pipe) will bring hundreds of new homes, commercial amenities, open space, and multimodal circulation improvements to South Napa. The scale and complexity of the site, from phased construction to infrastructure integration, will require a CBO who can guide consistent interpretation of building codes while supporting innovation and a predictable permitting environment.

Acquisition of the former Harvest Middle School

The City of Napa recently acquired nearly 28 acres on Old Sonoma Road for the development of a variety of City amenities that may include Parks and Recreation facilities, housing, and other community serving resources. As components of the plan advance, the CBO will be involved in reviewing structures, public facilities, and improvements that create a once in a generation community service amenity for the Napa community.

Measure G Capital Investments

Thanks to Measure G funding, Napa is making substantial investments in city facilities, transportation corridors, and parks. These projects will generate a steady pipeline of public-sector construction activity, requiring a CBO who can partner closely with Public Works and other departments to ensure safe, timely, code-compliant delivery.

THE POSITION

The Community Resources and Development Department is currently recruiting for a Chief Building Official to plan, direct, and coordinate the activities of the Building Division. Reporting to the Community Resources and Development Director, the Chief Building Official is a key member of the Department's management team and oversees a team of eight dedicated professionals including building inspectors, a plans examiner, and permit technicians, supported by an operating budget of a little more than \$2 million.

The Building Division, housed within the Community Resources and Development Department, oversees the safe construction and use of buildings and structures throughout Napa. By applying adopted state and local codes, the Division ensures that projects meet essential standards designed to protect life, health, property, and overall public welfare. Staff review construction plans, issue permits, and perform inspections to ensure buildings are designed, constructed, and maintained in compliance with all applicable regulations, helping to support a vibrant, livable, and safe built environment.

The Division works closely with Public Works, Fire Prevention, Environmental Health, and other City, county and special district partners, and collaborates with Code Compliance, Housing, and Planning to address concerns such as illegal construction or improper use of structures. Equally important, the Building Division provides responsive support to homeowners, businesses, contractors, and the general public by clearly explaining development requirements, construction standards, and regulatory processes.



THE IDEAL CANDIDATE

The Chief Building Official (CBO) leads the Building Division within the Community Resources and Development Department and serves as the City's principal compliance officer for building and housing codes. The successful candidate will guide, mentor, and support staff while setting clear goals and expectations that reinforce a culture of service, accountability, and teamwork, particularly in public-facing, counter interactions where tone, clarity, and responsiveness matter.

Because the role works closely with Planning, Public Works, Utilities, and Fire, the CBO must be a strong collaborator who understands the importance of integration. The ideal candidate builds strong internal partnerships, seeks input early, and works across departments to deliver coordinated, business-friendly solutions that support the City's broader mission. The City is looking for a leader who understands that success depends on collaboration, trust, and a shared commitment to the greater good of the organization.

The ideal candidate is a responsive, relationship-driven communicator with strong customer service instincts and emotional intelligence to navigate competing priorities and strong professional perspectives. They will understand Napa's unique identity as the urban center of a largely rural county, while appreciating the City's small-town values and expectations for accessibility, professionalism, and personal accountability. This individual will represent the Division in meetings with public agencies, business and civic groups, design professionals, and community stakeholders, serving as a knowledgeable, solutions-oriented, and trusted voice on building, safety, and compliance matters.

The City is seeking a CBO who pairs technical expertise with strong

administrative and people-management acumen. The successful candidate will participate in the development and monitoring of the Division's annual budget, manage resources proactively, and ensure that operations remain efficient, transparent, and aligned with organizational priorities. Equally important, they will be supportive and encouraging who trusts their team, invests in personal and professional growth, and creates an environment where experienced professionals feel respected, heard, and constructively challenged.

This individual will provide clear technical guidance to ensure uniform code interpretation, consistent enforcement, and a high level of service delivery. They should be comfortable offering expert advice to staff, applicants, and partner departments, and adept at resolving complex code questions in a fair, practical, and solutions-oriented manner.

The CBO will also take on challenging and high-profile work directly, including performing difficult field inspections and reviewing major project plans prior to permit issuance. A forward-thinking mindset, comfort with technology and process improvement, and the ability to lead teams through change, including system and process improvements, will be key to success. The successful candidate will bring a positive, problem-solving approach to navigating new tools, evolving workflows, and continuous improvement efforts.

This position requires any combination of experience and education that could likely provide the required knowledge and abilities. This position requires a combination of relevant experience and education. Typically, candidates need four years of increasingly responsible experience in building inspection and plan check in a management or supervisory role, and a bachelor's degree in a construction-related field (such as engineering or construction management) or a management-related field (such as public or business administration). Alternatively, two years of college coursework in structural, mechanical, or civil engineering, architecture, or a related field plus six years' experience may be substituted.

The position also requires possession of an International Conference of Building Officials (ICBO) certification as a plans examiner and a building inspector, as well as Council of American Building Officials (CABO) certification as a Building Official. For a full, detailed job description of Chief Building Official including qualifications, please click [here](#).



Application & Selection Process

The closing date for this recruitment is midnight on **Monday, February 16, 2026**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



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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 consultants. Candidates deemed to be the best qualified will be invited to an in-person interview in Napa on March 18 or March 19. These dates have been confirmed, and it is recommended that you plan your calendar accordingly. The City anticipates making an appointment shortly thereafter, following the completion of thorough background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done in close coordination with the candidate impacted.



COMPENSATION & BENEFITS

The current salary range for Chief Building Official is \$160,433 - \$193,804, and a 2% salary increase will take effect on July 1, 2026 (\$163,642 - \$197,680). Placement within this range is dependent upon qualifications. This competitive salary is supplemented by an excellent benefits package, which includes but is not limited to:

Retirement: 2% @ 60 formula for classic CalPERS members (employees contribute 11.5% pre-tax); 2% @ 62 formula for new CalPERS members (employees currently contribute 11.75% pre-tax).

Medical Insurance: Choice of Kaiser or Western Health Advantage. The City will contribute either 85% of the Kaiser HMO monthly premium, or the following monthly amounts, whichever is greater, based on employee's enrollment status:

Employee only - \$675
Employee plus one - \$1,350
Family - \$1,795

Dental Insurance: City contributes a significant portion of the premium.

Health In-Lieu Option: Employees may waive City coverage and opt for health in-lieu at \$500 monthly; annual proof of alternative coverage is required.

Vacation: 120 – 206 hours annual accrual based on prior years of full-time public service. Annual irrevocable cash out program available.

Holidays: 14 paid holidays per year plus one Floating Holiday.

Additional Time Off/Leave: Up to 13 days of management leave per fiscal year, half of which may be cashed out. Employees receive 12 days of sick leave per year.

Deferred Compensation: City Contributes a lump sum payment of \$144 in the first pay period of each January to the employee's 401(a) deferred compensation account. City also contributes \$142 per month into the employee's 401(a) account. Employees may participate in a voluntary 457 plan.

Phone Stipend: Up to \$100 per year for equipment; up to \$110 a month for usage.

Life Insurance: \$100,000 of coverage paid by City, with option to purchase supplemental life and AD&D.

Tuition Reimbursement: \$2,500 per year.

Retiree Health Coverage: Monthly City contribution for retired employees who meet prescribed conditions with at least 10 years of service is \$274.

Bilingual Pay: Up to 4% of base salary.

Safety Shoe Allowance: \$210 per year as assigned.