



# **BUILDING STANDARDS COMMISSION**

## ***Employment Opportunity***

**\*PENDING FREEZE EXEMPTION APPROVAL\***

**Position: Executive Director  
(Exempt) Full Time**

**Salary: \$9215 to \$9968 per Month**

**Final Filing Date: June 27, 2011**

The California Building Standards Commission (BSC), headquartered in Sacramento, California, is seeking an Executive Director.

**CALIFORNIA BUILDING STANDARDS COMMISSION:** Established in 1953 by the California Building Standards Law, the BSC is an independent commission within the State and Consumer Services Agency. Commission members are appointed by the Governor and confirmed by the State Senate. The BSC's mission is to produce sensible and usable state building standards and administrative regulations that implement or enforce those standards.

The Executive Director serves at the pleasure of the Commission; carries out its policies; administers all building code adoption, approval, codification and publication and related processes under the California Building Standards Law; performs the required and essential functions of administering and managing an agency; and manages the Commission office and staff.

The incumbent will perform the following duties:

- Makes public the processes of the Commission and implements the policies of the Commission in carrying out the intent of California Building Standards Law.
- Administers the state's building standards and codes adoption processes and ensures agency compliance with the California Building Standards Law and the Administrative Procedure Act (APA) when proposing or adopting building standards, or adopting administrative regulations implementing or enforcing building standards. Reviews and approves, or disapproves, agencies' public notices of hearings for proposed building standards and administrative regulations, to ensure compliance with the APA. Recommends the approval or rejection of adopted and proposed building code change proposals received from state agencies based on compliance with the criteria set forth in the California Building Standards Law, and the format requirements of Title 24, California Code of Regulations.
- Develops procedural regulations necessary to implement the intent and processes of California Building Standards Law
- As necessary convenes, and serves as Chair of the Coordinating Council, which is comprised of the major state agencies that propose or adopt building standards regulations. Responsible for assuring the Council considers and reconciles differences and resolves conflicts among state agencies. Manages several Commission-appointed advisory committees, including the Code Advisory Committees.

- Coordinates staff support for the Coordinating Council, Code Advisory Committees, and the Commission's standing and *ad hoc* committees. Provides technical and administrative direction to these groups and State agencies in the development of building standards and related administrative regulations. Serves as the primary Commission resource for the expeditious response to, or resolution of, complex or sensitive California Building Standards Law issues.
- Performs the required and essential functions of administering and managing an agency.
- Acts as the primary representative of the Commission to all levels of State, Federal and local government and the private sector.
- Represents the Commission to the Legislature.

## **Desirable Qualifications:**

The candidate for the position of Executive Director should have:

- A Bachelor's degree in Architecture, Engineering, Construction Management, Project Management or closely related field is expected.
- Relevant work experience in a high-level supervisory position may be substituted for the education requirement.
- Successful candidates will have experience in and/or knowledge of: building regulations and design; building standards law/administrative procedures; budgeting; code development, code enforcement, management; and public policy.

## **Special Personal Characteristics:**

Ideal candidates must have a proven record of success, excellent interpersonal and communication skills, a high level of political astuteness, and unquestionable integrity. Candidates, who are flexible, patient, bring a collaborative spirit and a "roll up your sleeves" approach to the workplace will be considered favorably.

**Where to Apply:** Interested candidates should submit a resume, cover letter with salary history, and three work-related references by **June 27, 2011** to:

Katrina Benny  
**BUILDING STANDARDS COMMISSION**  
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CBSC Website: [www.bsc.ca.gov](http://www.bsc.ca.gov)

All applications will be screened and only the most qualified candidates will be asked to attend interviews with the CBSC. Travel expenses for these interviews are the responsibility of each candidate. For further information regarding the California Building Standards Commission, visit our web site at [www.bsc.ca.gov](http://www.bsc.ca.gov).