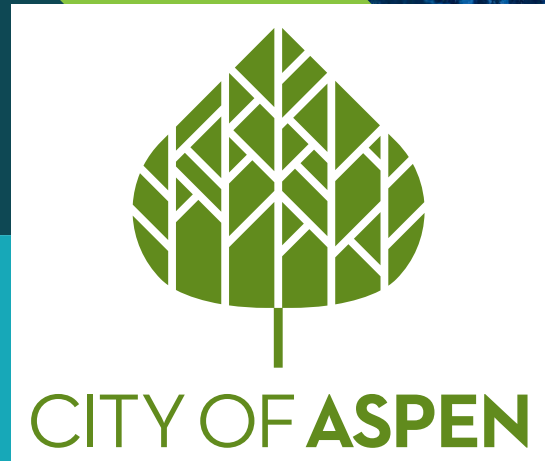


# CITY OF ASPEN, COLORADO **CHIEF BUILDING OFFICIAL**



EXECUTIVE RECRUITMENT





# CITY OF ASPEN CHIEF BUILDING OFFICIAL



## THE POSITION IN BRIEF:

The world-class, four seasons destination community of Aspen, Colorado seeks an experienced and collaborative leader to serve as the Chief Building Official (CBO) of their Building Department. The CBO provides leadership and oversight of complex permitting, inspection, code development and enforcement, and contractor licensing processes. The Building Department, along with Environmental Health and Climate Action, Historic Preservation, Planning, Zoning, and Operations, are a collaborative team of 34 employees reporting to the Community Development Director. Together, this team regulated the approximately \$1 billion in annual development activity occurring in the City, ranging from high-end commercial, lodge, and residential developments to mechanical and fence permits. The CBO is a leader in building and energy code development and coordinates with multiple agencies to support development in the unique mountain resort community. Strategic partners include Engineering, Utilities, and Parks and Open Space.

With a budget of \$2.3 million, the 14-person Building Department, issued approximately 1,000 permits in 2021 with a value of \$259 million. Demonstrating leadership in sustainability, cold climate construction, and Energy Code innovation, the next CBO will facilitate the development of new building codes and regulations, ensuring that Aspen remains a national leader in these areas. It is expected that the CBO will have outstanding customer service skills and political acumen to ensure a culture of constant customer service improvement, consistent interpretation of codes, and predictable outcomes in the permitting process. As an approachable and personable leader, the CBO will support the collegial supportive departmental culture, will thrive in the team-oriented environment, and will lead skilled staff in their efforts to equitably and efficiently serve the community.



# CITY OF ASPEN

Aspen, Colorado is a small, internationally-known resort community nestled in the [White River National Forest](#) 7,908 feet up in the Rocky Mountains. Unparalleled outdoor recreation opportunities, breathtaking landscapes, with an ampleness of arts and cultural amenities embody the "Aspen Idea," the integration of mind, body, and spirit. The City of Aspen's unique offerings make this community one of the nation's most desirable places to live and work. Residents choose to live here because they can connect with those who share similar values. Aspen residents are passionate and highly engaged in their community and embrace the mountain culture year round.

Development, real estate, and tourism are the mainstays of the region's economy, which stretches from Glenwood Springs and the Colorado River Valley 45 miles to the north. The four destination ski resorts (Aspen Mountain, Aspen Highlands, Buttermilk, and Snowmass) draw thousands of international visitors annually to the area. Arts, cultural opportunities, and recreational events support the communities as a year-round destination.

The City and County are partners in the Aspen-Pitkin Housing Authority (APCHA), which provides approximately 3,000 units within the region for workforce housing. The average cost of a single-family home down valley is upwards of \$750,000. City employees are provided free bus passes for the Roaring Fork Transportation Authority (RFTA) as a convenient means to travel throughout the valley. Young families are served by the [Aspen School District](#) where there is a low teacher to pupil ratio offering a strong educational opportunity.



## SNAPSHOT: CITY OF ASPEN DEMOGRAPHICS AND AMENITIES:

Population (2021 est.):	7,170
Households:	3,356
Permits issued (2021):	956
Permit valuation (2021):	\$258,559,676
Inspections:	4,410
Land Use cases:	118
Median Household Income (2019):	\$78,292
Median Home Sale (2021):	\$11.8 million





## CITY OF ASPEN MISSION

To engage with positive civil dialogue, provide the highest quality innovative and efficient municipal services, steward the natural environment, and support a healthy and sustainable community for the benefit of future generations with respect for the work of our predecessors.

## CITY ORGANIZATION

The City is governed by a Mayor and four City Council members. All are elected at large for staggered four-year terms. The City Manager, with assistance from a highly professional staff, guides and supports all City [departments](#), and assists City Council in defining and meeting their collective goals. As a mountain community, the majority of resident and business service needs are provided by the City.

## BUILDING DEPARTMENT

[Building](#) is a component of the Community Development Department. Other departments include [Environmental Health](#), [Historic Preservation](#), Operations, [Planning](#), and [Zoning](#). These departments ensure that Aspen remains a vibrant, safe, and livable community with their focus on:

- preservation of our unique history
- a focus on environmental sustainability
- implementation of the Aspen Area Community Plan and all adopted building and land use codes
- accurate and efficient customer service



The Building Department is responsible for code development, permitting, building inspection, and contractor licensing. The CBO will report to the Director of Community Development and will manage a \$2,350,520 budget and 14 employees in administration, public outreach, development review, inspection and enforcement, and long-range planning/policy. The plans review staff are presently supported in part by three private, third-party contractors. The Department has adopted the 2015 International Building Code with some local amendments and anticipates adopting the 2021 International Building Code later this year. With each code update, the City offers educational opportunities for the development community to facilitate implementation.

Aspen is a national leader on Energy Code provisions. With extensive experience in cold climate construction, the Building Department team demonstrates best practices in building science. These activities are central to the mission of the City and achievement of Aspen's aggressive Climate and Environmental policies.





How Do Short-Term Rentals  
Affect Aspen's Character & Economy?

**SHARE YOUR VOICE.**  
**TAKE OUR SURVEY.**

Shaping Aspen's Built Environment  
**SHORT-TERM RENTALS**



## KEY RESPONSIBILITIES OF THE CHIEF BUILDING OFFICIAL

- Manages and coordinates permit review activities involving the interpretation and application of building codes for residential and commercial construction, commercial tenant finishes, remodels, repairs, and additions. Oversees, provides professional review, and verifies completeness of permit applications, as applicable.
- Provides oversight of staff engaged in plan review and building inspection to ensure compliance with applicable national and international building codes and local amendments while meeting service level commitments.
- Works with the Community Development, Engineering, Parks, and Utilities management teams to consistently articulate a vision for customer service levels by identifying goals, developing, and implementing work plans, and establishing and monitoring work measures to achieve results.
- Maintains knowledge of current building codes. Studies building code regulations and stays up to date with changes in codes and ordinances. Evaluates building codes and determines applicability to the City. Reviews and recommends codes for adoption. Interprets the building code and evaluates appropriate alternative means and methods of construction on behalf of the City.
- Serves as a Technical Resource to the development community, the general public, and City staff. Provides support to the plans examination and inspection functions.
- Supports and advises special building-related projects, offering expertise and guidance. Will facilitate process and group discussions related to code recommendations and issues. Will make presentations to internal and external stakeholders.
- Oversees and leads a high performing team; encourages sound judgment; manages and resolves conflict; fosters a culture of accountability; and provides motivation, training, and development.
- Acts as a public liaison, managing communication between committees, commissions, City Council, City staff, media, and the public regarding current building issues. Assists or testifies as an expert witness in litigation. Serves as the secretary to the Building Board of Appeals. Coordinates the public hearings process, ensuring appropriate staff work is complete.



## CHALLENGES AND OPPORTUNITIES:

The development environment in the City is charged with high expectations, energy, and an influential and persistent client base who expect excellence and timeliness. The new CBO will be faced with some challenges alongside some projects that offer exciting opportunities.

**Building Moratorium:** In December 2021, the City imposed a building moratorium on short-term rental property and all new home construction and renovation over significant opposition. These measures were taken to ensure that the needs of the community are met, to preserve the community's unique character, and to consider impacts on affordable, attainable housing.

**Drive for Sustainable Building Practices and Innovation:** The City of Aspen is committed to reducing its overall greenhouse gas emissions by 63% by 2030 and 100% (zero carbon) by 2050. As a part of the efforts to achieve these goals, Aspen is considering establishing building performance standards (BPS) as part of a sustainable building code amendment. BPS will address existing buildings. At present, the City is seeking feedback from stakeholders with the hope that a revised code will be implemented in 2023. The City intends to adopt the 2021 update to the International Building Code in 2023.

**Workforce:** As a small department with a very active workload, attracting and retaining employees is top of mind. Establishing a supportive work culture that is friendly, employee centered, and flexible is required to balance the challenges posed by commuting, high community expectations, and the staff's desire to participate in an active lifestyle afforded by the location.

**Pace and Magnitude of Development:** As a member of a complex development review process involving 13 partner entities, the Building Department is the gateway and primary facilitator of the permit review process. Customer interactions require diplomacy and the ability to be nimble when responding to an elite and insistent customer base. Administering a consistent, predictable process requires patience, acumen, and the ability to enforce the policies and regulations under high pressure and demanding circumstances.

**Process Improvements:** The City is interested in evaluating and developing a strategy to improve the permitting and inspection process with an aim to reduce the length of time from permit submission to occupancy. The CBO will be expected to confidently foster positive change within the organization to implement new systems and technology.





## THE IDEAL CANDIDATE

The next CBO will be able to provide skilled administration and leadership of the Building Department functions. 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. There is a focus on an integrated, uniform, customer-centric, and proactive approach to code compliance.

Having strong work experience, demonstrating successful navigation of very complex permitting systems and processes, akin to a community where population levels are 1,000,000 people, and a grounding in the challenges created in a highly desirable resort/tourism-based economy will be beneficial. The Aspen community is progressive, engaged, and forward-thinking, proving to be an excellent environment to work in and grow your skills. You will have the opportunity to work alongside a friendly, professional staff (and their dogs) that is committed to ensuring everyone succeeds. The CBO will instill a sense of consistency, fair play, and empathy when administering City regulations. The City of Aspen, as a small community under 10,000 population, is close knit and provides exceptional opportunities to experience a wide variety of world-class recreational activities. As a leader, you're a steward for a staff who are resources for the nation and subject matter experts in cold weather climate construction, sustainability and building science. You will have the opportunity to shape and make direct contributions to impact the quality of life for many individuals.



## QUALIFICATIONS:

- Strong knowledge of the duties and responsibilities of a CBO, including applied knowledge and previous administration of the International Building Code; 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. The ability to establish trust quickly with others.
- Demonstrate the 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, 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.





## CANDIDATE WILL BE:

- Highly motivated, self-starting, and confident individual with excellent interpersonal skills who can inspire confidence and credibility.
- A predictable and consistent leader who empowers staff to effectively carry out their responsibilities, ensuring accountability, coordination among and support for employees and the other referral agencies.
- A skilled practitioner, demonstrating a command of Building Department functions and building codes; permitting processes and inspections; understanding of the dynamics between planning, zoning, and building functions. Able to prioritize projects, navigate conflict, and demonstrate strong supervisory skills. Comfortable with complex interpretations; able to make unpopular judgment calls and communicate outcomes to a variety of audiences.
- A pragmatic and collaborative leadership style, with strong expertise, fortitude, and resilience to navigate the dynamic and high-profile nature of the position.
- A champion of technology, modern management concepts, innovative strategies, and techniques.
- Able to lead consideration of innovative policy initiatives that can serve as national models in the areas of sustainable building practices, building science, and green building technologies.
- An experienced communicator who is comfortable with community engagement and facilitation and commands well-developed interpersonal and oral/written communication skills.
- A positive and flexible team player who is committed to the well-being of the staff, is interested in a fulfilling workplace culture, and is supportive of others in the organization.
- An ethical individual that shows empathy, is supportive of staff and referral agencies, and communicates effectively with all stakeholders, residents, and employees in the community.
- A flexible and adaptable personality that seeks information, weighs perspectives and outcomes, applying policies, codes, and regulations consistently.



## EDUCATION AND EXPERIENCE:

Bachelor's degree in construction management, architecture, engineering, building science, construction technology, or a related field. A master's degree in public administration or related field is desirable. A minimum of five years of progressively responsible experience in design, construction, plans examination, or field inspection of public, commercial, industrial, and residential buildings. One (1) year supervisory responsibility is preferred. Individuals with ICC certifications for Residential Building inspector, Commercial Building Inspector, and Plans Examiner are preferred. Certified Building Official (CBO) required; Master Code Professional (MCP) desirable.

Candidates must have the ability to secure a Colorado driver's license within 30 days and successfully complete a criminal background check.

## COMPENSATION AND BENEFITS

The City of Aspen provides competitive compensation with a comprehensive benefits package that includes medical, dental, and vision insurance; health savings and flexible spending accounts; 401(a) employer retirement contributions; paid time off; tuition reimbursement assistance; and wellness incentives. The City also provides employees with options related to transitional housing (6 months to 1 year) and possible relocation assistance. The hiring salary range for this position is between \$103,217-\$154,826, depending on qualifications.

## HOW TO APPLY:

First look at applications will occur on April 29, 2022; position open until filled. Candidates shall apply electronically with résumé, cover letter, and contact information for five professional references to Kathleen Rush, GovHRUSA. [www.govhrusa.com/career-center/](http://www.govhrusa.com/career-center/) TEL: 847/380-3240.

The City of Aspen is an Equal Opportunity Employer.

