

# CHIEF BUILDING OFFICIAL

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CITY OF SEDONA, AZ



**Duffy  
Group**

RECRUITMENT REDEFINED.

**Executive Recruitment**

# COMMUNITY

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Sedona is approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties and serves as a premier international tourist center.

Sedona was named after Sedona Miller Schnebly (1877–1950), who was celebrated for her hospitality and industriousness. Sedona's main attraction is its array of red sandstone formations. Originally founded in 1902, the City was incorporated in 1988 and is one of the premier tourism, recreation, retirement, and art centers, with nearby viticulture.

Located in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons and plenty of sunshine and clean air. The year-round population of Sedona is approximately 9,000 residents, while the seasonal/visitor population often doubles that number on a regular basis. The City is almost 19 square miles in size, with 51% being owned by private landowners and the rest belonging to the Coconino National Forest.



# POSITION

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## Chief Building Official

The Chief Building Official supervises, assigns, reviews, and participates in the work of staff responsible for providing building plan review and construction inspection services; administers the adoption, periodic amendment, and enforcement of building codes and related regulatory requirements; and performs a variety of technical tasks relative to assigned responsibility.

## The Ideal Candidate

The ideal candidate for this position is a highly skilled and experienced building code professional with a minimum of five years in building inspections and code administration, including at least two years in a supervisory role. They should possess a deep understanding of construction techniques, building codes, and regulatory requirements, along with the ability to manage inspections, plan reviews, and enforcement. Strong leadership skills, excellent communication abilities, and a commitment to fostering a collaborative, efficient team are essential.

Additionally, the candidate should be proactive in promoting building safety, educating the public, and ensuring staff development. The ideal candidate will also be adept at problem-solving, handling complex code compliance issues, and ensuring consistency and fairness in the enforcement of building regulations.

# ORGANIZATION

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The City of Sedona is a general law city, which operates under the Council-Manager 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 over seeing administration of the City.

Sedona currently has a staff of approximately 165 regular employees; City departments include City Attorney, City Clerk, City Manager, Communications, Tourism & Economic Initiatives, Community Development, Financial Services, Housing, Human Resources, Information Technology, Municipal Court, Parks & Recreation, Police, Public Transit, Public Works, Sustainability, and Wastewater.

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Citizens are active and engaged in Sedona's civic life.

The City has no property tax and relies on sales tax and lodging tax revenues to support its operations.

# REQUIREMENTS

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## Training:

Bachelor's degree in related field preferred, not required.

## Experience:

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

## Preferred Licenses and/or Certifications:

- Possession of a Chief Building Official certification.
- ICC Certified Building Official.
- Certification as a Building Official from Council of American Building Officials.
- ICC Certified Residential and Commercial Plans Examiner and Certified Building Inspector.
- ICC Residential and Commercial Electrical Inspection Certification desired.
- Possession of, or the ability to obtain, an Arizona driver's license within two months of hire.



# COMPENSATION & BENEFITS

The salary for the Chief Building Official is \$ \$86,028.00 - 123,947.00/annually DOQ. Salary placement for the top candidate will depend on education and experience.

The City of Sedona offers a competitive benefit package that includes:

- Arizona State Retirement System
- 100% City-paid health, dental, and vision coverage options for employee and dependents
- 4 different insurance options to choose from
- City provided \$50,000 group term life insurance
- Short-term disability
- Generous vacation accrual rates
- 96 hours of PTO time in addition to vacation
- Paid holidays
- Deferred compensation - Optional IRS 457 plans
- Wellness programs
- 3-day weekends (4/10 schedule)
- ...and much more!

## TO APPLY

To apply directly for the position, contact Abby Bryan, Executive Recruiter, at (602) 704-1969 or [abryan@duffygroup.com](mailto:abryan@duffygroup.com)

Application Deadline: This posting will remain open until finalists are identified or the position is filled. Applicants are encouraged to apply early.