

County of Marin seeks a
dynamic Capital Planning &
Project Manager



*Apply today to join our team as we
work to make a difference in our
community!*



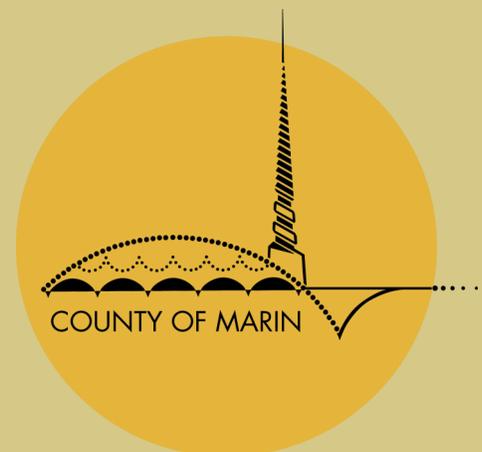
CAPITAL PLANNING & PROJECT MANAGER



\$100,069-\$122,886 Annually DOE/DOQ

*The County of Marin is an Equal
Employment Opportunity Employer.*

*Women, minorities, and persons with
disabilities are encouraged to apply.*



The Community

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 261,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito, and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area—the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance related (e.g. Fireman's Fund), finance, movie and video production (e.g. Lucas Films), agriculture, aquaculture, computer software (e.g. Autodesk), communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, the Marin Community College has two campuses (Kentfield and Novato) and Dominican University is located in San Rafael.



The County

County of Marin is a vibrant and thriving organization comprised of 23 agencies and departments with a workforce of approximately 2,300 employees and an operating budget of \$554 million (FY 17/18). The County's full array of public safety, community development, public works, health and human services, community services and administrative services is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts in this general law county. Many of the County's employees work at the historic Marin County Civic Center, designed by Frank Lloyd Wright, located in the City of San Rafael.

This diverse organization strives to uphold a set of core values at work: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. In addition, the County is committed to being a well-managed organization that relies on the talents of its workforce to succeed. For more general information on the County, please visit www.marincounty.org.

Department of Public Works

The Department works to provide a safe environment and an enhanced quality of life to the people of Marin County. This is done by maintaining and improving the public infrastructure as well as providing timely and cost-effective support to other County departments. The department currently has over 240 employees across its 19 divisions, which include administration,

accounting, Marin County Airport, building maintenance, capital projects, radio communications, garage, Certified Unified Program Agency (CUPA), disability access, engineering, flood control, land use, the Marin Emergency Radio Authority, print shop, purchasing, real estate, roads, traffic operations/transportation, and waste management. For additional information about the department visit www.marincounty.org/pw.

The Capital Projects Division

The Capital Projects Division is primarily responsible for overseeing and implementing the County's Capital Improvement Program (CIP). The CIP (currently funded at \$5 million annually) includes capital improvements and major maintenance projects at 43 County buildings and various park and recreational facilities. Additionally, the Division implements the design and construction of disability access improvements at County facilities as part of the CIP, and for other County departments with large capital projects.

Due to the current high demand for infrastructure project delivery, the Division currently has one regular full-time opportunity for a qualified individual to provide project management in support of the CIP and other capital project needs that arise from other funding sources and priorities. The incumbent is expected to be able to oversee support staff and consultants, prepare cost estimates, monitor budgets, and coordinate with diverse stakeholders (including other Public Works Divisions, various County Departments, and other County, regional and State agencies).

The Position

Capital Planning & Project Managers oversee the planning, design, and construction of major capital improvements, including office buildings, parking facilities, airport facilities and disability access program. Work ranges from modification and retrofit of existing facilities to new construction. The incumbent will establish and manage consultant teams associated with large, multi-year projects and programs; create and control budgets, schedules, and project scope requiring input from multiple stakeholders; perform financial analysis related to the project; serve as the primary point of contact for project or program requests with County departments or other local governmental agencies, contractors, consultants, architects, and stakeholders; and perform related work as required.

Capital Planning & Project Managers work with many functional divisions within the Department of Public Works, (e.g. Transportation, Airport, Land Development, Engineering, Communications, Garage, Disability Access and Building Maintenance.) Incumbents will be expected to exercise substantial diplomacy, initiative, judgment and expertise in administering projects and programs involving these divisions.

Current Vacancy

The department currently has one full-time, regular vacancy.

THE IDEAL CANDIDATE

The ideal candidate can successfully manage complex facility infrastructure improvement projects, coordinate with a variety of stakeholders (including other County departments, special districts, and regulatory agencies), administer contracts (both consultant professional services and construction), maintain accurate project records and ensure that project remains within budget and on schedule. The ideal candidate also has professional experience implementing provisions of the Americans with Disabilities Act (ADA) and Chapter 11B of the California Building Code in the design and construction of facility improvement projects. Additionally, the ideal candidate communicates effectively with elected/appointed officials, community groups, advocacy groups and various boards, commissions and committees. The ideal candidate delivers project and program outcomes that support approved program goals, objectives and mandates.

The mission of the Department of Public Works is to serve the people of Marin by providing a safe, sustainable environment and enhanced quality of life through improvements to and maintenance of public infrastructure, and provide timely and efficient service and support to other County departments and local agencies to assist them in achieving their goals.

Compensation

Salary: The annual salary range for the Capital Planning & Project Manager is \$100,069-\$122,886 annually depending on qualifications. In addition, the salary is supplemented by a generous benefit program, which includes the following elements:

Retirement (37 County Act): 2% at 62 for new employees and reciprocity with CalPERS.

Insurance: The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

Leave Allowances: The County offers generous vacation, personal, management and sick leave benefits plus 11 paid holidays annually.

Deferred Compensation: Tax deferred 457k plan which employees may contribute to enhance their retirement.

For additional information about benefits, please visit <http://www.marincounty.org/depts/hr/benefits>.

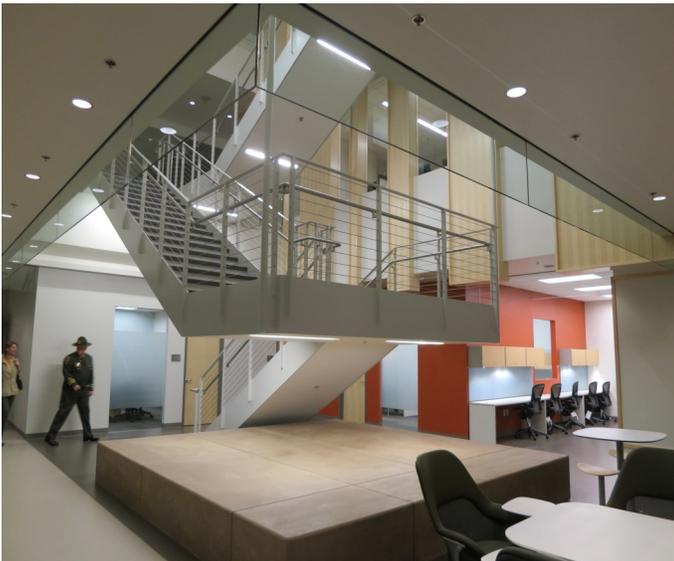
Application & Selection Process

To be considered for this exceptional career opportunity, please apply online at <http://www.marincounty.org/jobs> by 4:00 p.m. on Friday, June 29, 2018. As your application materials may be reviewed by individuals not privy to your employment history, please complete all sections of the application form in full and submit responses to the supplemental questions.

Depending on the number of qualified candidates, the testing process may consist of a highly qualified review, supplemental application screening, online assessment, written examination, oral examination or any combination to determine which candidate's names will be placed on the eligible list.

Special Requirements: Candidates selected are subject to fingerprinting by the Sheriff's Department and must pass a Department of Justice LiveScan background check prior to appointment.

The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.



TENTATIVE EXAM SCHEDULE

Filing Deadline:	June 29, 2018
Panel Interviews:	July/August 2018

For complete instructions on how to apply contact:

Department of Public Works
Attention Colleen Beck
3501 Civic Center Drive, Suite 402
San Rafael, CA 94903
<http://www.marincounty.org/jobs>

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