



County of Marin - Department of Public Works - Capital Planning
& Project Manager

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

The 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.

The Capital Projects Division of the Department of Public Works 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).

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.

The ideal candidate can successfully manage complex facility infrastructure improvement



County of Marin – Department of Public Works – Capital Planning
& Project Manager

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.

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. 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.

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.

Final Filing Deadline: Friday, June 29, 2018, 4pm. To learn more about this exceptional career opportunity, please visit:

<https://www.marincounty.org/userdata/hr/CPandPMBrochure0639-18-05.pdf>. Apply today to join our team as we work to make a difference in our community:

<http://www.marincounty.org/jobs>. 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. The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.