



County of Santa Cruz

Invites you to apply for the position of

Director of Capital Projects

\$133,245 – 178,526 Annually



Beautiful Coastal Community

Mediterranean Climate

Excellent Quality of Life

This recruitment has a final filing date of Tuesday May 28, 2019

The Position / Ideal Candidate Profile

The **Director of Capital Projects** position offers an exciting opportunity for a resourceful, innovative, and proactive leader with a strong background in planning, design, administration, budgeting, and project coordination. In this role you will manage a rapidly growing complex Capital Improvement Projects Division by using your communication and interdisciplinary technical skills to coordinate multifaceted projects such as the construction of major public buildings, and to oversee the real property acquisition and management program.

The Director of Capital Projects is appointed by and reports to the Director of Public Works.

The Community of Santa Cruz

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, and art, as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County an incredible place to **live**, **work**, and **play**!

Qualifications

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be to have a Bachelor's degree from an accredited college or university in construction management, civil or structural engineering, design management, architecture, business, economics, planning, or a related field **AND** four years of full-time, high-level administrative or management experience in project management in the areas of construction management, engineering (civil, structural, mechanical, or electrical), architecture, commercial real estate development, or a closely related field.

Special Requirement: Possession and maintenance of a valid California Class C Driver License (upon hire) or the ability to provide suitable transportation that is approved by the appointing authority. Incumbents must be physically and mentally capable of performing the essential functions of the job.

Knowledge: Thorough knowledge of the principles and effective practices of organization and management; local government organization and operations and interrelationships between County government and the community; principles and practices necessary to plan, organize, implement, direct, and evaluate complex and interdisciplinary programs; working knowledge of techniques of development and implementation of interdisciplinary public projects; principles and practices of construction management, contract law in development projects, and personnel management including selection, supervision, evaluation, and training of subordinate staff; governmental finance and budgeting procedures as they affect an operating department; and federal, state, and local laws relating to development and capital projects; and some knowledge of the application of data processing to departmental operations.

Ability to: Plan, direct, coordinate, and administer a division responsible for interdisciplinary projects and activities; establish and maintain effective working relationships with departments and government agencies, boards, commissions, public officials, and community groups; define problem areas, plan, coordinate, and initiate action to implement policy decisions; exercise initiative, ingenuity, independent analysis, and judgment

in solving complex and difficult administrative, managerial, and technical problems in a rapidly changing environment; develop and implement short- and long-range departmental goals and objectives; establish policies and procedures including interdisciplinary protocols and work agreements; maintain interdepartmental cooperation, serve as a team leader, and maintain open communication between various groups; comprehend and interpret complex regulations, laws, and guidelines; prepare and present concise, logical, oral, and written reports; speak effectively before large groups; negotiate complex contracts and agreements; maintain a positive public image.

The Application Process

Apply online at **www.santacruzcountyjobs.com** or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 12:00 p.m. on the final filing date or 2) submitted online before noon of the final filing date.

The list established from this recruitment will be used to fill the current vacancy and future vacancies during the life of the list.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600 or TDD/TTY: 711 for hearing impaired.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigations.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe the largest or most complex capital improvement project you have worked on. Include a description of your role on the project and any significant challenges you faced or problems you solved during the planning, design, permitting and construction phases.
2. Describe your experience working with various stakeholders on capital improvement projects and programs. Include your experience working and presenting to clients, the public, community/advocacy groups, regulatory agencies, and governing boards and/or elected officials.

Highlighted Benefit Offerings

Medical, Dental, and Vision

Various robust plans are available with the County contributing generously towards the total cost of the plans.

Retirement and Social Security

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the California Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

Life Insurance and Long-Term Disability Plan

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

Administrative Leave

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.



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Personnel Department
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