

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## PROJECT MANAGER Capital Improvement

Supplemental Questionnaire Required

Promotional Only  
Job # 22-WA6-01

Salary: \$7,637 – 10,211 / Month

Closing Date: Monday, August 15, 2022

**THE JOB:** Santa Cruz County is seeking an individual with experience managing capital improvement and community development projects. The work will include coordinating and facilitating the planning, design, permitting and construction of a variety of capital improvement projects, developing site-specific facility plans and master plans, and supporting associated real property acquisition, surplus, and leasing activities related to capital facility development. The current vacancy is in the Department of Community Development and Infrastructure. **The list established from this recruitment will be used to fill current and future vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** 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 the equivalent to graduation from an accredited college with a major in business or public administration, engineering, planning, architecture, landscape architecture, economics, finance or a related field, and three years of experience in community development, capital improvement, housing, or a related field, including at least one year of work with project coordination/management.

**Special Requirements:** Possess and maintain a California Class C Driver License; upon hire or the incumbent must provide suitable transportation approved by the appointing authority. Physically and mentally capable of performing the classification's essential functions as summarized in the typical tasks section of this specification.

**Knowledge:** Thorough knowledge of research methods, including data collection and analysis. Working knowledge of the principles and practices of budgeting and finance; public improvement project financing and construction; and the principles and practices of community development. Some knowledge of the organization and functions of public/governmental agencies; and of real estate acquisition, finance and property management; the principles of environmental and land use planning, housing and commercial development, financing and construction; community participation programs, including community



development or related grant programs and sustainable or green building methods, practices or programs; and the principles of supervision.

**Ability to:** Plan, and organize major projects; establish and maintain effective working relationships with a wide variety of individuals and groups, including elected officials, the business community, community groups, academic representatives, lenders and financial institutions, consultants, county departments, in-house and contracted architects and engineers, and contractors; plan and carry out capital improvement and community development projects; analyze complex administrative problems and arrive at solutions; prepare clear and concise reports and correspondence; develop and prepare outreach, promotional and informational materials; communicate effectively, both orally and in writing; make oral presentations before a wide variety of groups; facilitate public meetings, workshops; and supervise and evaluate the work of subordinates.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://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 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

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 investigation.

## **PROJECT MANAGER – 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.

**NOTE: 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 your experience with the capital improvement project delivery process, including any specific experience in real property acquisition feasibility, design development, environmental review, project permitting, project bidding, and construction management.
2. Describe your experience with capital facility planning, including any specific experience in developing site-specific master plans, facility plans, feasibility studies, and analysis of land use regulations to support capital facility development.

### **EMPLOYEE BENEFITS:**

**VACATION** – 16 days 1<sup>st</sup> year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

**ADMINISTRATIVE LEAVE** – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** – 13 paid holidays per year.

**SICK LEAVE** – Six days per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT AND SOCIAL SECURITY** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA 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** – County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDENT-CARE PLAN** – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

**LIVE Here      WORK Here      PLAY Here**