

CAREER OPPORTUNITY

COUNTY OF SAN DIEGO



Chief - Project Management Division (Capital) Department of General Services

Anticipated Hiring Range:
\$140,000 - \$147,000 Annually
Excellent Benefits Package

The Position



The **Chief-Project Management Division (Capital)** is an Unclassified Management position that reports to the Deputy Director for Capital Construction in the Project Management Division (PMD) of General Services. The Capital Program implements new vertical construction projects, serves as the Contracting Officer's Representative for as-needed design contracts, provides construction inspection services for PMD and other County projects, and has a current program value of approximately \$600 million. **The Chief performs the following duties:**

- Leads and coaches the Capital PMD project managers and construction inspectors
- Responsible for the facility design, construction, renovation/repair, and inspection of County owned or leased buildings and structures; manages safe implementation of the annual capital program working through contracted consultants, architects, and general contractors
- Monitors the fiscal administration and contract management of PMD projects in collaboration with the Finance & Support team of administrative analysts
- Presents to outside stakeholders, including citizen groups, community planning groups, and design review boards
- Reviews project status and provides executive/client updates
- Reviews programs for risk, progress, and implementation in accordance with federal, state and local laws, regulations, and guidelines
- Administers policies and procedures in a wide variety of areas consistent with sound management techniques and general policies of the County of San Diego

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, five years of experience that demonstrates the ability to perform the essential functions of the classification which must include two years of management or supervision. OR, A combination of experience and/or education as stated above.

Note: A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis. Qualifying experience will also include CAO Staff Officer or Project Manager experience that involves leading projects.

SALARY & BENEFITS

The anticipated hiring salary range for this position is \$140,000 - \$147,000, annually. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance based and goal oriented. Other benefits include:

- 15 days of paid vacation, 13 days of paid sick leave, 10 days of executive time off, & 14 paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package— a monthly credit may be used to select benefits from a group of options
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000



IDEAL CANDIDATE

The ideal candidate thrives upon the success of a team, navigates multiple priorities, and enjoys an environment where collaboration is essential to successful project delivery. The ideal candidate will possess a professional history that demonstrates the following leadership competencies and attributes:

- Situational leadership skills with emphasis on coaching and mentoring team members, peers, and leaders
- Anticipates problems, roadblocks, future consequences of action, and trends accurately to accomplish goals
- Proven ability to be a consensus builder across County Departments, Groups, executive/senior management, elected officials, contract managers, and other internal and external stakeholders
- Experience in customer service, performance metrics/analytics, and leading a diverse team through organizational change and business process improvement initiatives
- Experience in contract negotiation and administration, and proposal review for multidisciplinary projects
- Ability to prepare and deliver effective oral presentations and reports on complex issues and recommendations
- Ability to exercise appropriate judgment, analyze and project consequences for decisions and/or recommendations
- Interacts effectively with governmental officials, boards, internal departments, citizen groups, special interest groups, and/or members of the public in communicating a variety of departmental matters

DEPARTMENT OF GENERAL SERVICES

The Department of General Services (DGS) is an internal service department within the County of San Diego. DGS ensures that other County departments have the necessary facilities, workspaces, services and vehicles to accomplish their business objectives. These services range from real estate leasing and acquisition support to capital improvement and architectural planning; from facility maintenance and repair services to security management and mail services; from vehicle acquisition and maintenance to refueling services. DGS is also a committed leader in energy and sustainability and has been recognized for its efforts in conserving energy resources while promoting expansion of renewable sources of energy in the County. To ensure these critical services are provided, DGS has a staff of 430 and a budget of \$289.1 million.



APPLICATION PROCESS

You may complete an online application at www.sandiegocounty.gov/hr; select the current job postings link, job number 23092711UFM. Please attach a copy of your college degree, final transcript, diploma, or completion letter.

The Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

Please make sure to update the Work History in your application profile to match your resumé. Hiring managers will only receive the redacted application (without resumé) to make a determination of which candidates they will interview. Resumé will be sent to hiring managers at the time interviews are scheduled.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract.

Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable a qualified individual with disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter at Bryan.faircloth@sdcounty.ca.gov. For questions about the position, please contact Shontay Turner, Group Human Resources Director, at Shontay.Turner@sdcounty.ca.gov.

The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click [here](#) for more information on our [Strategic Plan \(sandiegocounty.ca.gov\)](http://sandiegocounty.ca.gov) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.

The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

