

Senior Project Manager



Alameda County
SUSTAINABILITY
Local Action, Global Impact

SENIOR PROJECT MANAGER, GSA



Alameda County General Services Agency (GSA) is seeking an experienced and innovative, professional project manager to oversee large, highly visible, and technically complex projects. The Senior Project Manager will operate with considerable independence in decision-making and in the development of successful project plans. This position builds and manages consultant teams associated with large, multi-year projects. Additionally, the Senior Project Manager will establish and control budgets, schedules, and project scope while obtaining input from multiple stakeholders.

KEY RESPONSIBILITIES

- Supervises the planning, design and preparation of project drawings, specifications and estimates for the modification and alteration of buildings and related structures.
- Confer with County departments to establish building and space requirements; advise on feasibility of projects; supervise the preparation of drawings, reports and recommendations of findings.
- Act as coordinator of assigned projects; conduct feasibility studies on special projects; approve materials and drawings and makes recommendations.
- Manage consultant and contractor selection process and is responsible for fee negotiations and approval of contracts.
- Assure that the project's program and conceptual design meet the County's needs and are compatible with master plans.
- Prepare budget reports and cost control analyses; keep projects within approved budgets and on their approved schedule; analyze claims and recommends approval of consultant/contracts payment.
- Manage projects from programming through construction phase and warranty period; conduct design reviews.
- Track and monitor all project activities; inspect or reviews work under construction to make sure that all new construction and alteration work being performed by contractors complies with plans, specifications and codes; coordinate the work of multi-disciplinary technical staff across organizational boundaries.
- Oversee project staff/contractors and attends meetings at various sites.
- Represent the department in meetings and conferences related to building materials or work standards.

THE COMMUNITY

Located on the eastern side of the San Francisco Bay, Alameda County and the surrounding area are commonly known as the East Bay. It has been one of the fastest growing group of communities for more than two decades. Alameda County is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, plus its range of available housing and business opportunities. Alameda County is one of the most culturally and ethnically diverse regions in the country offering a rich array of social, educational, and recreational activities, including the Oakland Museum, Chabot Space and Science Center, Oakland East Bay Symphony, and Livermore and Tri-Valley Wine Country. The University of California, Berkeley and California State University, East Bay are two of several distinguished academic institutions in Northern California.

THE COUNTY OF ALAMEDA

Alameda County has a population of over 1.6 million residents making it the second largest county in the Bay Area and the seventh largest in the State. The County encompasses 14 cities, as well as several unincorporated communities and rural areas that span a total of 821 square miles.

The County operates under a charter form of government and is governed by a five-member Board of Supervisors. The Board is responsible for setting policy, overseeing all County operations, approving the organization's annual budget, and representing the County in a number of areas including its special districts and regional agencies. The Board-appointed County Administrator leads a team of department heads who work collaboratively to carry out County programs and initiatives.

Alameda County employs over 9,700 employees working in over 20 different agencies and departments and has a

balanced \$3.5 billion budget for FY 2019-20. The County provides a full spectrum of services, including general government and internal services, health care, social services, public works, criminal justice, and other public safety services.

THE AGENCY

Alameda County General Services Agency (GSA) delivers a host of logistical support services to County agencies and partners, from the maintenance of facilities and County fleet to energy and environmental management services, capital project management, procurement services, and clean commute and recycling programs. The GSA Community strives not only to provide these services but to also facilitate collaborative and innovative approaches in its efforts.

While the GSA Community largely focuses on providing support services for Alameda County departments and other public agencies, the work has a direct impact on the communities. GSA builds structures such as libraries and youth centers that transform communities, provides opportunities for local businesses, and works towards ensuring that County work practices minimize negative impacts to the environment. GSA employees take great pride in their work and strive to provide the highest-quality service.

Our Mission is to provide Alameda County with quality and innovative logistical support.

Our Vision is to be valued as a world-class provider of GSA services.



GSA... The people behind the people.

QUALIFICATIONS

- Bachelor's degree in Construction Management, Engineering (Civil, Structural, Mechanical or Electrical), Architecture, or a closely or related field;
- Six years of full-time, progressively responsible experience in project management in the areas of construction management, design management, architecture or related fields. Experience must have included program responsibility, preparation of cost estimates, contract compliance; or two years of experience as a GSA Project Manager in the Alameda County classified service.
- License: California Motor Vehicle Operator's license

HOW TO APPLY

If you are interested in this outstanding opportunity, please email your cover letter and resume to

gsa.jobs@acgov.org

Filing Deadline: Monday, June 15, 2020

Alameda County offers an ***excellent annual salary***, dependent upon qualifications, and ***benefits***.



Alameda County is an Equal Opportunity Employer