



Alameda County General Services Agency



CAPITAL PROGRAMS MANAGER

Apply by December 11, 2020



POSITION AND OPPORTUNITY

Alameda County General Services Agency is seeking a strong, innovative, and strategic leader to oversee the Design and Construction Division. Reporting to the Deputy Director of Capital Programs, the Capital Programs Manager oversees capital improvement projects of an impressive and growing portfolio. The Capital Programs Manager is responsible for the overall coordination and direction of a team of Senior Project Managers to ensure projects are delivered within scope, timeline, and budget. Key responsibilities include:

- Provide leadership and administrative policy direction to the Design and Construction Division;
- Establish and monitor performance goals and key performance indicators for the division, and report progress to the Deputy Director of Capital Programs;
- Ensure compliance with applicable federal, state, and local regulations, codes, and ordinances, including the California Environmental Quality Act, County Green Building ordinance, energy conservation goals, and hazardous materials measures;
- Negotiate construction and professional service contracts and ensure compliance with County requirements;
- Advise County agencies and departments on issues of architectural, construction management, and administrative significance;
- Oversee the approval of design and construction documents;
- Manage preparation and execution of program budgets and schedules and ensure program budgets and schedules are adhering to contract requirements; and
- Participate in strategic planning for the Design and Construction Division and represent the GSA at a variety of meetings.

The **ideal candidate** will have strong political acumen and exemplify the following:

- Develop working relationships and partnerships; establish credibility and trust with staff and stakeholders;
- Build a strong culture of service and accountability within the GSA and to the departments it serves;
- Creative leader with a proven track record of successfully developing and executing complex capital programs;
- Communicate clearly and concisely in an influential and persuasive manner; and
- Collaborate with a diverse population and promote diversity and inclusion in a multicultural environment.

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.

COUNTY OF ALAMEDA

Alameda County is the second largest county in the Bay Area with a population of over 1.6 million. The County encompasses 14 cities, as well as 6 unincorporated communities and rural areas that span a total of 738 square miles.

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 2020-21. 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 County is governed by a five-member Board of Supervisors 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 County Administrator leads a team of department heads who work collaboratively to carry out County programs and initiatives.



AGENCY AND DEPARTMENT

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.

Capital Programs is responsible for all capital improvements, including design and construction of County buildings and facilities, managing the County's energy and environmental programs, including the utility budget, and providing hazardous materials management and environmental compliance services.

Design and Construction directly manages and implements new and existing building projects including, but not limited to, healthcare and detention facilities, administration complexes, fire stations, parking garages, courts, and recreational facilities. This division is responsible for all capital improvements and provides

sustainable programming, design, and project management that are efficient, creative, and valuable to our clients.

OUR MISSION: To provide Alameda County with quality and innovative logistical support.

OUR VISION: To be valued as a world-class provider of GSA services.

CHALLENGES AND OPPORTUNITIES

Major initiatives and challenges facing the new Capital Programs Manager include:

- Development of and adherence to the Real Estate Master Plan for Alameda County and the Facilities Condition Assessment. These two County initiatives are critical in setting the course for the next 10-15 years of capital investment in the County's facilities.
- Contribute to the delivery of the Capital Improvement Program, which has an annual budget of approximately \$150 million.
- Oversee highly visible projects in the East Bay and collaborate with Alameda County leadership.
- Lead the transformation of the Design and Construction Division, including process improvement and organizational changes, to increase efficiency and communication.



QUALIFICATIONS

EITHER I

Education:

Possession of a bachelor's degree in architecture, or an engineering discipline closely related to the design and construction of capital projects, including but not limited to civil, structural, mechanical or electrical engineering, from a four or five-year accredited college or university degree program. AND

Experience:

The equivalent of seven years of increasingly responsible full-time professional experience in the field of building design and/or construction management, including five years of supervisory or project management experience and staff management/team leadership experience on major high-cost building projects. Public agency experience is preferred.

OR II

Education:

Possession of a bachelor's degree in architecture or architectural engineering or an engineering discipline closely related to the design and construction of capital projects, including but not limited to civil, structural, mechanical or electrical engineering from a four or five-year accredited college or university degree program. AND

Experience:

The equivalent of five years of experience as an Architect, Senior Project Manager, GSA, Project Manager, GSA or comparable position in the Alameda County service, including experience in program administration, staff/team leadership and supervision, budget and cost control. Completion of the Alameda County Management Academy "Management and Supervision Certificate Program" may substitute for six (6) months of the required qualifying experience.

Certification/Professional License:

Possession of a valid license as an architect issued by the State of California Architects Board or as an engineer (including but not limited to civil, structural, mechanical or electrical engineering) issued by the State of California Board for Professional Engineers and Land Surveyors is desirable.

License:

Possession of a valid California State Motor Vehicle Operator's License.

Desirable: Project Management Professional (PMP) certification, licensed architect or engineer, and public sector and unionized environment experience.

SALARY AND BENEFITS

Alameda County offers an excellent annual salary and a comprehensive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families.

Annual Salary: \$140,129.60-\$178,838.40

Benefits include the following:

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Vision
- Basic and Supplemental Life Insurance
- County Allowance (Employer Credit)
- Health Flexible Spending Account
- Retirement Plan Deferred Compensation Plan
- Paid and Floating Holidays
- Management Paid Leave Days
- Vacation and Sick Leave Accrual
- Employee Assistance Program

Note: Benefits described herein are subject to change.

HOW TO APPLY

Interested candidates should apply by **December 11, 2020** by submitting a resume to gsa.jobs@acgov.org. Those applicants determined to be best-qualified will be invited to interview.