



The County Manager's Office

is seeking well-qualified candidates for the position of

DIRECTOR_{OF} PROJECT DEVELOPMENT



The Position

The **Director of Project Development** will plan, organize, and direct all activities and resources of the County's capital program and projects, construction, and contracts, and will oversee the total development of major, complex, high-cost projects from program planning through final acceptance of construction and warranty period. The Director will also supervise professional, technical, and support staff involved in major capital project planning, design, and "ground up" (green field) construction. In addition, the Director will develop, implement, and evaluate goals, objectives, policies, and priorities for the department, and will provide highly complex staff assistance to the County Manager's Office and Board of Supervisors.

This is a department-head level position and receives administrative direction from the County Manager. The annual salary range for this position is **\$175,531 – \$219,419**.

The Project Development Unit (PDU), organized under the County Manager's Office, provides construction services for all new ground-up capital construction projects for the County of San Mateo. PDU pursues excellence by delivering buildings and other County infrastructure that are functional, aesthetically appropriate, cost-effective, sustainable, inspiring, and compatible with the County of San Mateo mission and policies. The unit explores and adopts the most effective project delivery method for each project, and leverages consultant expertise to expedite project delivery on time and within budget.

PDU is staffed with up to eight regular positions and is supported by contract consultants when appropriate. The unit is responsible for several projects currently "in the works" including the Public Safety Regional Operations Center, a new County Center Office Building, a new Parking Structure, the Cordilleras Mental Health Facility, the San Mateo County Health Campus, the Lathrop House Relocation, the South San Francisco Campus Project, the Sanchez-Adobe Visitor Center, the Skylonda Fire Department, the La Honda Firehouse 57 Remodel and Waterline, and the County of San Mateo Animal Shelter. Project funding totals approximately \$700 million.



Examples of Duties

Duties may include, but are not limited to, the following:

- Develop, plan, and implement goals and objectives for the Project Development Unit; and develop and administer policies and operational procedures
- Oversee the Unit's resource management; monitor the progress of project schedules, budgets, cost, and ensure overall quality objectives are met across a diverse range of capital projects
- Plan and direct construction project management activities for new and large-scale capital improvement projects, including the review of drawings, specifications, designs, estimates, and schedules; coordinate inspections and project monitoring programs; supervise and prepare construction progress reports
- Direct and administer operations, activities, and programs in compliance with federal, state, and municipal standards governing building construction, waterworks construction, and engineering surveying
- Work with contractors, engineers, consultants, architects, and others regarding unusual construction and compliance problems; complete design reviews and constructability reviews; forecast project resources needed including cost, labor, and construction duration
- Ensure the maintenance of detailed records of assigned activities and results
- Manage staff and resources based on current project needs; work with staff to ensure a high-performance work environment that supports achieving the unit and County's mission and objectives
- Provide professional advice to management on capital projects and construction compliance issues
- Coordinate Unit activities with those of other departments and outside agencies and organizations; provide technical and staff assistance to the County Manager and his staff; and research, prepare, and present related technical, fiscal, and administrative reports, studies, and correspondence as needed
- Select, supervise, and evaluate professional, technical, and clerical

- subordinates; insure provision of staff training; direct personnel actions
- Supervise and participate in the development and administration of department budget; direct maintenance of fiscal controls, records, procurement, and supply activities; direct the forecast of additional funds needed for projects, staffing, equipment, materials, and supplies; monitor and approve expenditures; and ensure accomplishment of unit objectives within budgetary constraints
- Represent the Unit to Board of Supervisors, County Manager, and outside agencies, groups, and organizations; participate in community and professional groups and committees; and provide technical assistance as necessary
- Perform related duties as assigned



Education and Experience:

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying.
- A typical way to qualify is graduation from an accredited college or university with a major in architectural design, architectural engineering, construction management, or a closely related field, and five years of increasingly responsible experience in capital improvement projects management or comparable architectural engineering, including three years of supervisory responsibility.

Knowledge of:

- Principles, practices, theories, and techniques of construction management including management of all phases of project delivery from project planning to post-construction
- Principles and practices of project planning development and administration
- Project construction scheduling control methods, project construction cost-control methods, and construction dispute resolution
- Trends, approaches, and problem-solving techniques used in construction engineering and inspection and compliance processes
- Modern methods, techniques, equipment, and practices of design, construction, contract administration, and project/program management used in the design, construction, and maintenance of a wide variety of capital projects

- Pertinent local, state, and federal laws, rules, regulations, and enforcement procedures
- Principles and practices of budget preparation, administration, and control; and state and federal assistance programs for park acquisition and development
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Principles and procedures of personnel management such as supervision, training, and performance evaluation, including public budgeting and reporting

Skill/Ability to:

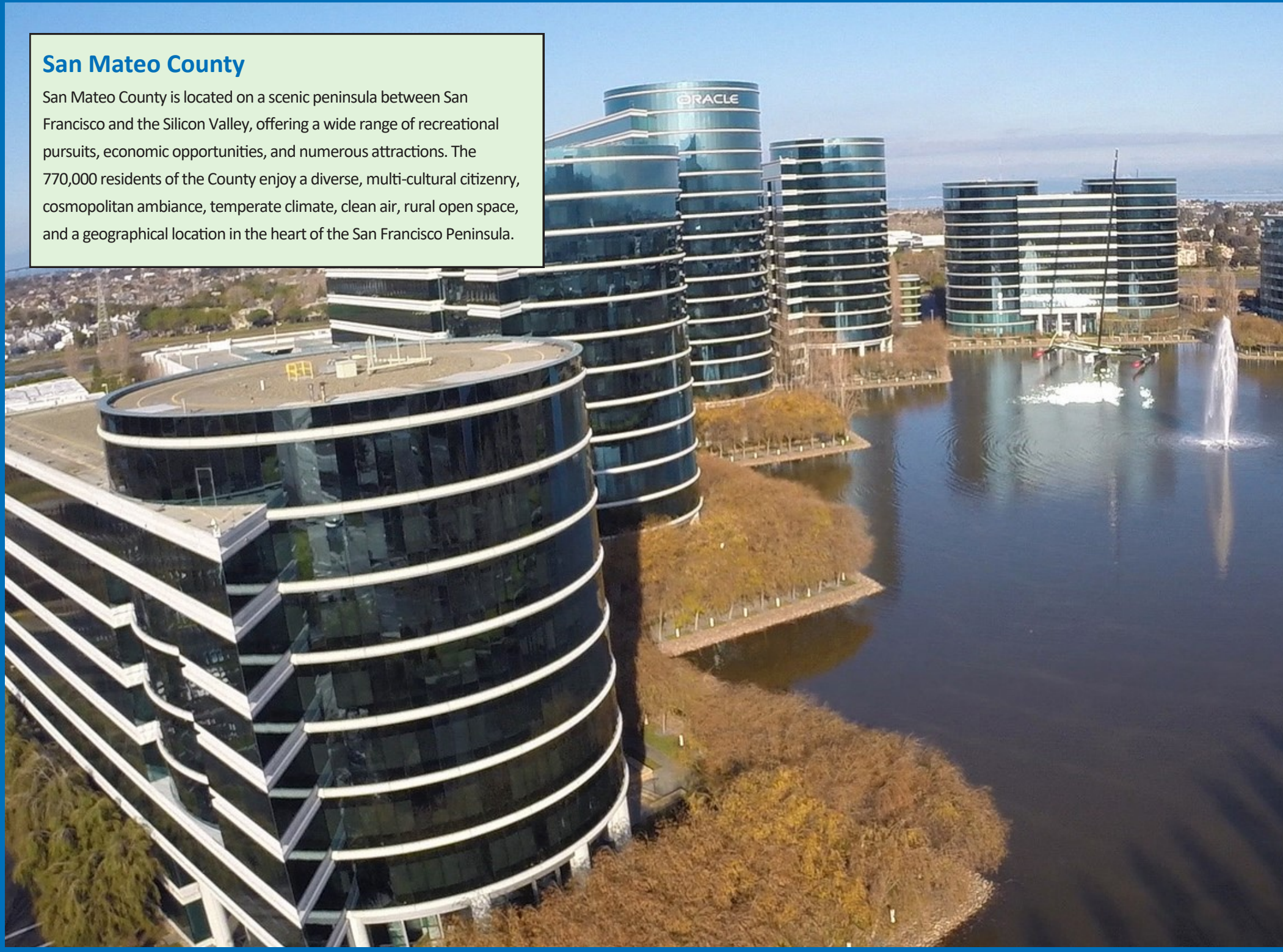
- Organize, direct, and coordinate the activities of a large capital projects department
- Develop and implement departmental policies and procedures
- Develop, control, and administer departmental budget and expenditures
- Interpret accurately and make decisions in accordance with appropriate laws, regulations, and policies
- Explore and adopt the most effective project delivery method for each project; leverage consultant expertise to expedite project delivery on time and within budget
- Analyze situations and problems accurately, identify alternative solutions, project consequence of proposed actions, and implement effective course of action in support of solution

- Communicate effectively both orally and in writing
- Gain cooperation through discussion and persuasion
- Select, supervise, train, and evaluate managerial, professional, technical, and clerical staff
- Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups
- Work cooperatively and effectively with Board of Supervisors, County Manager, other departments and officials, and others contacted in course of performing assigned duties
- Climb, walk, stand, stoop, and crouch for extended periods of time
- Keep informed and up to date on current capital construction techniques, changes in codes and regulations, new materials, and methods; represents the section/department with other divisions, departments, utilities, and agencies; respond to inquiries and complaints from the public



San Mateo County

San Mateo County is located on a scenic peninsula between San Francisco and the Silicon Valley, offering a wide range of recreational pursuits, economic opportunities, and numerous attractions. The 770,000 residents of the County enjoy a diverse, multi-cultural citizenry, cosmopolitan ambiance, temperate climate, clean air, rural open space, and a geographical location in the heart of the San Francisco Peninsula.



How to Apply

To apply for this important career opportunity, the materials listed below must be electronically submitted in PDF format using the County's online application system.

- **Resume**
- **Detailed Cover Letter** that includes a summary of your qualifications, including your executive leadership, complex project development, and management experience.

The examination process will consist of the steps detailed below.

- **Initial review of application materials.** At this step applicants submitting incomplete applications, lacking relevant qualifications and/or not following instructions will be disqualified. The quality of your responses to the supplemental questions will also be evaluated for correct grammar and spelling, content and relevance.
- **Application Screening.** The application and supplemental responses for applicants who pass the initial review will be evaluated by a panel of subject matter experts. All applicants passing this step will be invited to the Panel Interview.
- **Panel Interview.** At this step, applicants will be invited to a Civil Service interview, which may include the evaluation of a written and/or performance exercise given immediately preceding the interview. Applicants passing this stage will be placed on an eligible-for-hiring list.

Depending on the number of applicants an application appraisal of education and experience may be used in place of other examinations or further evaluation of work experience may be conducted to group applicants by level of qualifications. All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. All examinations will be given in San Mateo County, California and applicants must participate at their own expense.

Apply online at <http://jobs.smcgov.org>

A resume and cover letter detailing your qualifications for the position must be submitted in addition to the required sections of the County employment application form.

For questions, please contact
Chet Overstreet, Talent Acquisition Manager,
at coverstreet@smcgov.org or (650) 363-4385.

Recruitment Schedule

Deadline to Apply: April 11, 2019

Application Screening: April 17, 2019

Panel Interviews: May 1 and/or 2, 2019

Finalist Interviews: May 3 or May 9, 2019



Salary and Benefits

Annual salary range for this position is
\$175,531- \$219,419

In addition to the salary, the County offers an excellent benefits package that is available to spouses, domestic partners, and other dependents. Visit <https://hr.smcgov.org/ManagementBenefits.pdf> for details