

Alameda County General Services Agency



invites you to apply for the position of

Project Manager, GSA



A unique opportunity for those interested in contributing to public service in Alameda County through the General Services Agency.

To apply, please complete the application on-line at
www.jobaps.com/alameda

Application Filing Deadline: December 7, 2015
Oral Examination: January 12, 2016

ALAMEDA COUNTY

Located on the east side of San Francisco Bay, Alameda County is California's seventh largest county. The county employs 9,000+ full-time employees and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.



GENERAL SERVICES AGENCY

The General Services Agency aligns its mission with Alameda County's Strategic Vision to enrich the lives of Alameda County residents through visionary policies and accessible, responsive and effective services. The General Services Agency (GSA) is an Internal Services Agency, but nevertheless enjoys many opportunities for its work to directly serve and benefit both County citizens and the County's 9,000+ employees. County-wide and GSA programs are consistently recognized through national award programs in Sustainability, Energy, and Design and Construction.

Alameda County is a national leader among Counties, fostering and promoting sustainability through education and outreach. Representative projects in GSA include developing transportation initiatives to reduce driving, including using shuttles, bikes, and shared vehicles. The County Green Building Ordinance has mandated a minimum of LEED™ Silver rating for new structures since 2004, and the adoption of a Climate Action Plan for the County's operations in 2010 provides context for more innovative design and construction practices, including Net-Zero energy design. Recent representative Capital projects include the LEED-Gold rated Castro Valley Library, and the \$680M replacement of the Acute facilities at Highland Hospital, the largest capital project in the County's history.

The General Services Agency employs approximately 400 employees in a variety of professional, technical, clerical and maintenance/skilled trade classifications. The agency's operating budget for 2013-2014 is over \$346 Million and it manages a capital budget in excess of \$1 Billion. The following support services are provided: Building Maintenance and Technical Services including maintenance of over 130 facilities; Architectural/Engineering Services; Construction Management; Sustainability; Energy and Environmental Management; Child Care; Real Property; Property and Salvage; Recycling; Portfolio Management; and Transportation.

Mandated Services include Purchasing; maintenance of County Veterans' Memorial Buildings; Environmental Protection/Sustainability; Waste Reduction and Recycling; implementation of the Green Building Ordinance; the County Climate Action Plan; and Hazardous Materials Abatement.

THE POSITION

The Project Manager, GSA currently being recruited is located in the Building Maintenance Department and reports to a Facilities Manager. The incumbent will provide project management, liaison services, inspection and contract administration for the design, construction and modification of County buildings and structures. Job Order Contracting (JOC) is a critical component of projects assigned to the position.

This is a professional level position where incumbents direct and orchestrate a team of service providers related to a particular project. They have an understanding of how to structure a team, schedule the work, establish the budget, negotiate the project requirements and scope with the end user, and oversee and report project progress.

The Project Manager, GSA is responsible for one or more smaller and/or moderate sized projects in terms of both dollar amount and complexity, or may be responsible for some part of a single larger project under direction. GSA Project Managers are assigned to construction projects and architectural projects.

The Project Manager, GSA serves as the primary point of contact for customers, contractors and stakeholders while managing all phases of a project including budget, scheduling, controls and client relations, and to perform related work as required.



MINIMUM QUALIFICATIONS

Experience:

The equivalent of five year's full-time, progressively responsible experience in project management in the areas of construction management, design management, architecture or related fields. Possession of a Bachelor's degree from an accredited college or university in Construction Management, Engineering (Civil, Structural, Mechanical or Electrical), Architecture, or a closely related field may substitute for two years of required experience.

License:

Possession of a valid California Motor Vehicle Operator's license.

Special Requirement:

Must be able to travel to locations throughout the County.

THE IDEAL CANDIDATE

In addition to meeting the minimum qualifications, the successful candidate for the position of Project Manager, GSA must possess strong written and oral communication skills and possess the following critical attributes:

- Possesses significant successful experience in design and construction methodology and practices. Experience with Job Order Contracting (JOC) is desirable.
- Skilled in project management requiring coordination and collaboration across departmental lines resulting in on-time, within budget delivery.
- Leads in a supportive role to facilitate effective meetings of varied stakeholders.
- Delegates tasks appropriately and monitors progress.
- Estimates and develops accurate project budgets and meticulously tracks funding.
- Outstanding organizational skills, including the ability to independently prioritize tasks and focus on multiple projects simultaneously while being able to provide project status updates at a moment's notice.
- Provides guidance and expertise to project stakeholders.
- Engages in tactful communications to elicit information, listens and analyzes collected information resulting in customer satisfaction.



COMPENSATION

The salary for the Project Manager, GSA is \$80,995.20 - \$100,297.60 annually.

The County also offers an attractive benefits program with the following elements: Retirement plan covered by the 1937 Act; Health and Dental Insurance; Vision Plan; Life/Accident Insurance; Paid Vacation and Sick Leave; Health Flexible Spending Account; Commuter Benefits; County Allowance Dollars; Holidays (11 paid plus 4 floating holidays); Management Paid Leave; Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.

If you have questions regarding this bulletin, please contact:

Alicia Baptista, Departmental Personnel Officer

Email: alicia.baptista@acgov.org

Phone: (510) 208-9721