



Alameda County General Services Agency

invites you to apply for the position of

SENIOR PROJECT MANAGER, GSA



Apply Today!

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

To apply, please complete an **application and supplemental questionnaire on-line at www.jobaps.com/alameda** and please attach a resume.

Applications will be screened according to the qualifications outlined in the *Ideal Candidate* section of this brochure. The most qualified candidates will be invited to participate in the selection process.

Tentative Selection Schedule:

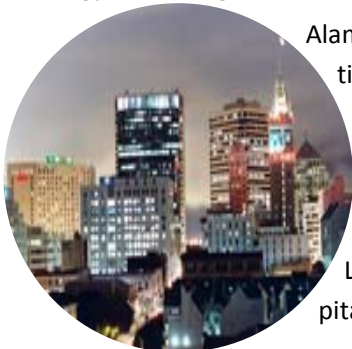
Application and Supplemental Questionnaire Last Day of Filing: **December 22, 2014**

Interviews: **January 16, 2015**



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 \$131 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.

ALAMEDA COUNTY

Alameda County, located on the east side of San Francisco Bay, 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.

THE POSITION

Under general direction, to supervise and provide project management, liaison, inspection and contract administration for the design, construction and modification of County buildings and structures. Serves as the primary point of contact for special project requests with County departments, contractors, and stakeholders; review the work of GSA Project Managers; and to perform related work as required.



This is a senior level position that manages and coordinates a team of professional staff and is responsible for projects of large dollar amounts, technical complexity, and political sensitivity. Incumbents operate with considerable independence in decision-making and are expected to develop a project plan with minimal direction. The Senior Project Manager, GSA establishes and manages consultant teams typically associated with large, multi-year projects; will establish and control budgets, schedules, and project scope requiring input from multiple stakeholders. May provide guidance or assistance to other project management staff. The Senior Project Manager, GSA differs from the next lower position of GSA Project Manager in that the latter works on smaller, less complex projects and receives direction throughout the project.

THE IDEAL CANDIDATE

The ideal candidate will have the following attributes:

- Proven background, technical knowledge and experience in senior level project management for the design, construction and modification of County buildings and structures.
- Ability to develop and manage project budgets of significant complexity and which may have multiple funding sources; expertise in developing project cost estimates.
- Ability to manage and lead multiple and diverse stakeholders, and resolve potentially conflicting interests to a common goal.
- Possesses the skills necessary for navigating and facilitating agreement within the dynamics of various stakeholders while maintaining sensitivity to competing needs.
- Demonstrates personal organization and time management skills adequate for control of multiple tasks and conflicting demands of stakeholders and team members.
- Demonstrates sensitivity to the nuances of executing projects in the public sector, including relevant County policies, process, procedures and management reporting relationships.
- Strong project management skills including the ability to develop and manage a team of multiple stakeholders for multiple projects, including consultants and other County and agency representatives, and the ability to develop and manage multi-year project schedules that include a diverse range of activities.

MINIMUM QUALIFICATIONS

Education:

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. A Master's degree in the fields noted may substitute for one year of experience. Additional experience as described below may be substituted for the Bachelor's degree on a year for year basis. Certification in the field or a professional license is desirable.

AND EITHER I

Experience:

The equivalent of two years' full-time experience in the class of GSA Project Manager or in an equivalent or higher-level class in the Alameda County classified service that included construction project management, contract administration, and budget control. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

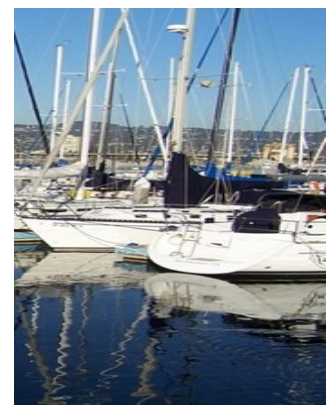
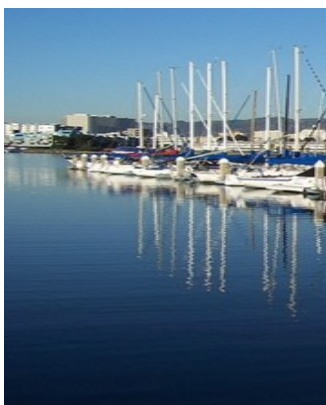
OR II

Experience:

The equivalent of six years' 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.

License:

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



SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in the position of Senior Project Manager, GSA. Your completed response to this supplemental questionnaire will be evaluated to determine your qualifications and must be completed properly in order to be given full consideration for the next phase in the selection process. Responses should be thorough and specific, yet concise and succinct. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situation, your role and actions taken and the impact your actions had on the organization or particular project outcome.

1. Identify and review a significant, complex project in your career for which you developed the scope, schedule and budget, AND then managed the project to completion as you executed your project plan.
 - A. Was your client private or public sector?
 - B. What were the scope, schedule and budget?
 - C. What approvals were needed to progress from development to execution?
 - D. What project delivery method (e.g. hard bid, design/build, etc.) was used and why?
 - E. Who planned and executed contracts for professional services? What were they?
 - F. What was the outcome of the project?
 - G. What challenges did you encounter?
 - H. What did you learn?
2. Describe your experience leading a group of staff/peers to a common project goal. Describe the project including scope, budget, timelines and your role. How did you assign/delegate and track tasks? What challenges did you encounter and how did you overcome them?

Applicants must also attach a resume detailing education and work experience relevant to the position of Senior Project Manager, GSA together with a completed Alameda County application and Supplemental Questionnaire.

COMPENSATION

The salary range for the Senior Project Manager is from \$90,771.20 to \$111,716.80 annually. The County also offers an attractive management benefits Program with the following elements: Retirement plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave (9 days), Holidays (11 paid; 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.

If you have questions regarding this bulletin, please contact:

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Human Resource Services

Alameda County is an Equal Opportunity Employer