



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***
**See inside for details*

Capital Facilities Senior Manager

Stanislaus County General Services Agency

\$95,180-\$142,771 Annually

Apply by July 2, 2024



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

ABOUT THE DEPARTMENT

The Central Services Division is responsible for acquiring goods and services, negotiating contracts, leasing property and equipment, providing consultation on procurement needs and contract facilitation to County departments, in addition to the sale and/or disposal of surplus County property, mailroom, messenger, and salvage services. The Purchasing Manager ensures that approximately \$250 million in goods and services are procured competitively countywide. In addition, Central Services Purchasing staff will issue over 5,200 purchase orders, and courier services will process and deliver approximately 1.4 million pieces of mail for County departments annually.

The Fleet Services Division provides preventative and prescriptive maintenance for approximately 1,400 County vehicles and other pieces of specialized equipment to all County Departments. Fleet Services provides full vehicle maintenance services, including assistance with vehicle acquisition, vehicle registration, preventative maintenance, accident management, vehicle repair, motor pool, fuel card lock program, and salvage/ auction services.

The Capital Facilities Division is responsible for new construction, expansion, renovation, or replacement projects for an existing facility or facilities within the County. The Capital Facilities Division is in the design phase of construction of the Health Services Agency Administration/Public Health Facility Project with an approved project budget of \$34.5 million at construction completion. The Capital Facilities Division is also responsible for the development of the Capital Improvement Plan and manages and supports the daily operations of the 10th Street Office Building, which is a joint powers agency.

The Deferred Maintenance (DM) program serves to bridge the gap between capital projects and facilities maintenance. Deferred Maintenance is in its seventh year of successfully completing 200 various projects throughout the County totaling \$13.1 million. The DM program receives many requests throughout the year to address various deferred maintenance projects including HVAC replacement, elevator modernization, flooring and painting projects.

THE POSITION

The Capital Facilities Senior Manager will report to the General Services Agency (GSA) Assistant Director and assist with leadership and management of the GSA Capital Projects Team. The Capital Facilities Senior Manager will provide oversight to the County's five-year Capital Improvement Plan, manage the procurement, and administer on-call professional services contracts, annual job order contracting program, construction management administration processes/procedures, and execution of agreements. The Capital Facilities Senior Manager will also be responsible for the planning and administration of the County's Deferred Maintenance Program and assist with prioritization, supervision, and delivery of routine construction projects. The incumbent will also assist the County's 26 departments in the development of facility master plans and space planning needs. The Capital Facilities Senior Manager shall have a strong background, understanding of, and implementation of the various Capital Project delivery procurement methods.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative and collaborative leader with a strong work ethic, possessing strategic awareness and a sense of vision, cooperative spirit, excellent communication and interpersonal skills, and the ability to make good strong political and business decisions. A management style that is focused on developing staff and fostering team collaboration will be essential to the success of the Capital Facilities Division. The Capital Facilities Senior Manager will be engaging with a successful track record of creating and implementing creative and non-traditional approaches to challenges, while maintaining energy and enthusiasm within the department. The Capital Facilities Senior Manager shall be well versed with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) and Public Contract Code.

THE TYPICAL TASKS

- Assist the Assistant Director with planning, organizing, and directing the development and delivery of department services, including but not limited to those related to facilities deferred maintenance and capital projects
- Develop, implement, and supervise construction processes and procedures to ensure team compliance to deliver successful capital construction projects
- Develop project procurement documents, including but not limited to, Notice Inviting Bids, Request for Proposals, Request for Qualifications, Agreements/Contracts, Work Authorizations, Board Agenda Items, and Project Reports
- Develop and maintain project management plan, detailed procedures, project budget, and master schedule
- Direct activities of department staff through subordinate managers and supervisors; select staff and evaluate performance; review and act on disciplinary matters
- Develop operational policies and procedures; analyze and interpret existing and proposed federal, state and local legislation, policies, procedures and other directives to determine impact on operations
- Oversee the overall Capital Projects construction supervision, quality control, inspections, code adherence, budget, safety, and risk management
- Assist with the effective development and utilization of technology to improve department systems and processes
- Analyze complex narrative information and statistical data; prepare or supervise the preparation of reports for County management, as well as federal, state, or other external agencies; prepare Board of Supervisors' reports and related documents; make presentations to groups, and individuals, including boards and commissions
- Develop and maintain cooperative and collaborative working relationships with federal, state and county officials, other counties, community groups, and the public; meet and confer with various agents to negotiate effective solutions to difficult problems
- Attend meetings and conferences; participate on committees and task forces about issues germane to the department

Interested in learning more about the General Services Agency?

Scan the QR code or visit www.stancounty.com/gsa



MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities

- Public administration
- Effective organization
- Personnel administration
- Fiscal management
- Facilities maintenance
- Capital projects & property management
- Commercial real estate
- Emergency planning and operations management
- Effective program management
- Modern office automation technology and software
- Effective leadership
- Collaboration
- Judgement & decision making
- Analytical and critical thinking
- Problem solving
- Laws, codes, regulations, and rules pertaining to program operations
- Analyze and implement program mandates
- Strategic planning
- Budgets, financial and statistical records
- Effective communication
- Relationship building

EDUCATION & EXPERIENCE

- Graduation from an accredited four-year college or university with a bachelor's degree in business management, public administration, construction administration, or a closely related field;
AND
- Possess at least four (4) years of lead or supervisory level experience in construction management, engineering, architecture, facilities management/maintenance, property management and/or commercial real estate, with at least two (2) years at management level.

*Progressively responsible experience may substitute for education on a year for year basis.

Proof of education (degree or transcripts) are required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6559 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications.

- Possession of a master's degree in architecture, civil engineering, engineering technology, urban planning, construction management or a related area from an accredited university; OR
- Three (3) years' experience equivalent to a Stanislaus County Manager I/II/III.



**STANISLAUS
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Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



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clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS: \$95,180-\$142,771 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request.

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY July 2, 2024

Oral Examinations are tentatively scheduled for July 18, 2024

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.