

CAREER OPPORTUNITY

ASSISTANT DIRECTOR OF CAPITAL PROJECTS

SALARY:

The City of Fresno offers an attractive and competitive salary and benefits package. The salary for the Assistant Director is **\$115,056** up to **\$192,888**.

POSITION DESCRIPTION:

The Capital Projects Department is currently recruiting two Assistant Director positions to oversee the Administration and Construction Management Divisions. The incumbents will be responsible for the daily operations of their respective divisions and work directly with Division Managers and staff.

The Assistant Director for Administration is responsible for the daily operations of the division and works directly with division managers and the team to support the entire department. The Capital Administration Division includes the Budget and Compliance Section, Project Management Office (PMO), Real Estate and Personnel.

The Assistant Director for Construction Management is responsible for the daily operations of the division and works directly with division managers, inspection staff, client departments and contractors. The Construction Management Division provides capital project inspection and contract management, and surveying services for the City's capital program.

Incumbents will exercise considerable judgment and discretion in the administration and direction of the department and its operations. In addition, the Assistant Director acts as technical advisor to the Director and City Manager and attends meetings of the City Council, boards, commissions, and committees relevant to capital projects and related services. The Assistant Director participates in the preparation and administration of the Department's

annual operating and capital budgets and is expected to coordinate activities with other departments within the City of Fresno, as well as division sections and outside agencies.

This is an unclassified position which the incumbent serves at the will of the Department Director.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Regional Planning, Engineering, Architecture, Construction Management, or degree field(s) as deemed acceptable by the Director of Personnel Services and the appointing authority.

AND

Five (5) years of directly related management experience as deemed acceptable by the Director of Personnel Services and the appointing authority.

OR

Nine (9) years of directly related experience including five (5) years at a management level.

Directly related experience could include 9 years of experience in the construction industry, business, finance or project management. Various functions such as construction management, contract management, inspection, estimating, scheduling and other related duties would be applicable.

Possession, at time of appointment and continued maintenance, of a valid California Driver License is required.

HOW TO APPLY:

If you are interested in this outstanding opportunity, please submit a letter of interest, resume, five references and verification of education to:

Leshea Tarver, Sr HR/Risk Analyst
Email: leshea.tarver@fresno.gov

You may also apply on-line at: www.fresno.gov/jobs
This recruitment is Open Until Filled.

THE DEPARTMENT:

The Capital Projects Department is responsible for the design and construction of the City's Capital Projects.

Our mission is to develop capital projects that deliver value to our stakeholders by providing innovative solutions that meet their needs. We deliver public infrastructure projects in a timely and cost-effective manner for a variety of City departments and for a wide variety of projects such as parks, public safety facilities, sewer and water facilities, public buildings, roadways, and pedestrian/bicycle projects. We strive to achieve this by leveraging our expertise in project management, engineering, and construction to deliver high-quality projects on time and within budget. Our goal is to build long-term relationships with our clients by providing exceptional service and exceeding their expectations.

Our department is organized into five divisions:

- Capital Administration - The Capital Administration Division provides support for the entire department by providing several key support functions.
- Design Services – In-house design and project management teams focused on project delivery for transportation, utility, parks, fire and police projects.
- Transportation Project Management – Project management teams focused on project delivery for transportation projects.
- Utilities and On-Site Project Management – Project management teams focused on project delivery for utility, parks, fire and police projects.
- Construction Management – Oversees the construction of City capital projects.

THE DIVISIONS:

The Construction Management Division is one of five divisions within the Capital Projects Department. The Construction Management Division has 37 full time staff and includes two distinct sections including the Capital Inspection Section and Survey Section. The Construction Management Division provides capital project inspection and contract management, and surveying services for the City's capital program. The division is responsible for managing construction contracts, once executed, and working with the awarded contractors to deliver the capital project per the construction documents and City standards. The division staff work closely with Contractors, sub-contractors, utility companies, other agencies, other City departments and the community.

The Capital Administration Division has 21 full time positions across four distinct sections, including the Budget and Compliance Section which includes Finance Administration,

Project Management Office (PMO) Section, Real Estate Section and Personnel Section. The Capital Administration Division provides support for the entire department by providing several key support functions including department budget and financial management, Project Labor Agreement and National Targeting Hiring reporting and compliance, Project Management Office (PMO) functions, real estate acquisition and disposal support and personnel support.

OUR ORGANIZATION:

The City of Fresno is the fifth-largest city in the state of California and is a full-service charter city that operates under a "strong mayor" form of government. The Mayor is elected at large and does not serve on the Council but has veto power over certain actions taken by the City Council. The City Manager, who is appointed by the Mayor, is responsible for appointing all other department heads in the City. There are seven Council Members. The Council appoints the City Attorney and the City Clerk.

OUR COMMUNITY:

As the only California city located amongst three National Parks, residents and visitors enjoy Fresno's proximity to Yosemite, Kings Canyon, and Sequoia National Parks. With approximately 300 days of sunshine each year, the Mediterranean climate allows for year-round recreational activities, including sailing, snow and water skiing, fishing, backpacking, and golfing.

Living in Fresno has the benefit of urban amenities and the unique charm of a suburban atmosphere. Housing prices are typically lower than California's other major metropolitan areas. There are four large school districts in Fresno, including Fresno Unified, Central Unified, Sanger Unified, Clovis Unified, and a variety of private educational institutions.

The city is also home to colleges and universities, most notably California State University, Fresno as well as Fresno City College and Fresno Pacific University. Residents enjoy various social, cultural, and athletic activities in an affordable community environment.

THE IDEAL CANDIDATE:

Fresno is seeking an experienced, engaged and strong leaders who will assist in the implementation of the long-range vision for the Capital Projects Department. Entrepreneurial-minded individuals with a capacity for independent, innovative solution-oriented thinking would do well in this position, as would someone with demonstrated knowledge and experience in leading capital projects with a thorough understanding of compliance and legal mandates. The ideal candidate will have a record of straightforward and open communication and a willingness to make effective decisions within the parameters of the position, as well as the ability to act calmly and quickly in emergency situations or under adverse conditions.

The ideal candidate will have a strong background and knowledge of the construction industry and common industry standards. A combination of technical field experience and resident engineer/office engineer experience is ideal. The Assistant Director of Construction Management will not only need to have the skills and experience to lead the Division of inspection and surveying staff; the incumbent also needs to have a strong moral compass and integrity. The Assistant Director will often be engaged in negotiations with contractors, attorneys, mediators and/or surety companies. It is important for the Assistant Director to be trustworthy and capable of representing the department Director and serving as designee with contract documents. The ideal candidate will also have strong communication skills and take a proactive approach to resolving issues and communicating with the department Director, Council offices, City Manager's Office, client departments, and/or the community. Lastly, the ideal candidate will help establish a culture within the department of always trying to improve in process and efficiency and who embodies a public servant leadership style is critical. An appreciation of diversity and the strength it brings to the workplace is essential.

COMPENSATION AND BENEFITS:

(Unit 2 Classification)

The City of Fresno offers an attractive and competitive salary and benefits package. The salary for the Assistant Director is \$115,056 up to \$192,888. The employee benefits package, as noted below, is subject to change and includes:

Retirement: Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best-funded public systems in California and the nation. The City does not participate in Social Security. DROP (Deferred Retirement Option Program): an optional, voluntary program that allows an employee to deposit retirement benefits in a special savings account within the Retirement System while continuing to work for the City of Fresno for up to 10 years. Participation minimum is age 50 and vested. Benefits includes ownership of accumulated funds, compound interest earnings, and alternative distribution options.

Health Insurance: The City contributes toward monthly premiums for PPO medical, dental and vision for employee and dependents.

Flexible Spending Account Program: IRS 125 Plan for health and dependent care expenses.

Auto Allowance: May be granted by the City Manager consistent with Administrative Order 2-2.

Deferred Compensation: Voluntary 457 plan with Fidelity Investments to increase your retirement savings. City contributes up to \$75 per month.

Management Leave: 80 hours (pro-rated) per fiscal year with an annual cash out provision.

Supplemental Management Leave: Up to 32 hours at the discretion of the City Manager. This leave may be placed in a retiree Health Reimbursement Arrangement account.

Annual Leave: Accrue 15.5 hours of annual leave per month with a limited cash out provision.

Supplemental Sick: 40 hours per fiscal year. 80 hours lifetime maximum.

Holidays: Ten (10) City-observed holidays annually, plus birthday and two (2) personal days per year.

Life Insurance: Equal to annual salary; premium paid by City.

Long-Term Disability: City pays premium for 66.66% of monthly salary up to \$7,500 per month after 30 days.

Additional information regarding the City of Fresno is available at www.fresno.gov.

THE SELECTION PROCESS:

We will select a group of candidates to participate in the interview process depending on their qualifications.

EQUAL OPPORTUNITY EMPLOYER:

The City of Fresno is an equal opportunity employer.