

San Joaquin County Employment Opportunity

Capital Projects Administrator General Services Department

About the position

San Joaquin County is in search of an experienced leader to oversee the administrative, service-related and operational activities of the Capital Projects Administration Division of the General Services Department. The Capital Projects Administrator is responsible for directing, organizing and staffing all capital projects for the County including planning, development, construction and project delivery. The incumbent will have broad administrative responsibility for short and long-range strategic planning, policy and procedure development/implementation, and budgetary control.

About the division

Capital Projects Administration is a division of the General Services Department which oversees three operating units: Capital Projects, Facilities Management, and Parks and Recreation. With 13 full-time employees the Capital Projects Division is responsible for the management of major construction projects and alterations to existing facilities, buildings and parks in a professional, open and ethical manner to exceed the expectations of our County customers and their clientele. General Services is a department of the County Administrator's Office and has a staff of 129 full-time employees and a \$170 million budget.

The Ideal Candidate

The Capital Projects Administrator will play a critical leadership role in the General Services Department and will have a strong foundation and understanding of capital project administration. The ideal candidate must be a collaborative and creative problem solver with a high level of ethics and integrity. This position requires excellent oral and written communication skills and the ability to work well with the Board of Supervisors, Commissions, County leadership and outside organizations.



Recruitment Announcement
0125-EC2201-EX
Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Make San Joaquin County your new home!

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts eight cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Mickey Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



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Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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General Services Department

Primary Responsibilities

- Manages, plans, coordinates, and directs the activities and functions of Capital Projects, including oversight of the design, construction, and modifications of County buildings and structures.
- Provides input into the development of the division's annual operating budget, including the capital projects administration and public improvement budgets; researches state/federal grant opportunities and other revenue sources.
- Effectively controls the contract administration and project management of capital building programs; serves as construction project manager.
- Supervises the development of approved master plans and strategic studies, site feasibility studies, and the County's overall capital planning process.
- Analyzes priorities and makes recommendations related to capital improvements; reviews and approves reports and designs to ensure adequacy and compliance with project program and constructability.
- Secures the approval of designs and construction documents by the appropriate agencies.
- Participates in selecting, training, motivating, and evaluating assigned personnel; works with employees on performance issues; recommends discipline and termination procedures as needed.
- Works with and represents the County with department officials, cities, state, and various agencies or community groups regarding capital projects.

- Coordinates design teams, implementation teams, contractors, engineers, estimators, and inspectors; provides direction and supervision to others, including consultants.
- Conducts studies of existing and proposed buildings and alterations; estimates project cost; advises on project feasibility; prepares reports and recommendations on findings.
- Coordinates and attends meetings and conferences, including Board of Supervisors meetings; provides and presents information on capital projects

Desirable Qualifications

Candidates invited to participate in the screening and selection process will possess a combination of education and experience comparable to:

Education: Graduation from an accredited four-year university with a degree in Construction Management, Architecture, Facility Planning, Civil Engineering, or closely related field.

Experience: Five years of progressively responsible experience in construction management, civil engineering, capital projects planning, or architectural design, and two years of related supervisory or managerial experience.

Substitution: Certification as a Certified Construction Manager as issued by the Construction Manager Certification Institute or Project Management Professional certification as issued by the Project Management Institute may substitute for education.

Required Qualifications

License: Possession of a valid California driver's license.

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Compensation and Benefits

Approximate Annual Base Salary:

\$132,606 - \$161,184

***Effective July 2025—3% COLA**

In addition to the base salary, the County offers a comprehensive compensation package that includes:

- 2% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to 8 days annually
- 1937 Retirement Act plan with CALPERS reciprocity
- 125 Flex Spending Benefits Plan
- 12 days of sick leave annually (unlimited accumulation)
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- 14 paid holidays per year
- 10 days administrative leave per year
- Life Insurance

Recruitment Incentives*

- Reimbursement of qualifying moving expenses up to \$5,000
- Vacation accrual rate consistent with candidate's total years of public service
- Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer
- **5% base salary supplement for possession of state licensure or professional certification**

**Recruitment incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

Application and Selection

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in a screening interview. Final candidates will be interviewed by the General Services Department.

Final appointment will be conditional upon passing a drug screening test, DOJ Live Scan fingerprinting, as well as a background investigation.

Completed application package including the supplemental application must be submitted to the Human Resources Division by the final filing date:

Final Filing Date: **January 31, 2025**

If you are interested in this opportunity, please visit our website to submit an application and supplemental questionnaire.

Potential cashable compensation	Step 1	Step 5
Annual Salary	\$132,606	\$161,184
2% Deferred Comp	\$2,652	\$3,224
Vacation Cash-out (8 days)	\$4,080	\$4,960
Total	\$139,338	\$169,368

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

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