

**HAVE YOU EVER DREAMED OF
DESIGNING AND COORDINATING
THE PARKS AND INFRASTRUCTURE
OF A CITY?**

The City of Sausalito is currently accepting applications for the position of

**CAPITAL PLANNING AND PROJECTS MANAGER
(For Engineering Division)**

**Salary: \$103,428 - \$138,609
Plus an excellent benefits package**

**Open until filled; FIRST REVIEW: March 24
at 11:59 AM**



THE COMMUNITY

Sausalito is a beautiful, San Francisco Bay front city of approximately 7,400 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year-round population. The blend of historical buildings, wooded hillsides, sweeping Bay, and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty.



THE POSITION

Be a part of making a difference in the scenic City of Sausalito. The City is currently seeking an ambitious, collaborative, and organized leader as our Capital Planning and Projects Manager.

Managing the planning, design, liaising, advertising, bidding, construction, inspection, and contract administration of assigned capital or specialized projects which may involve design and construction spanning over a period of months or years will constitute the majority of the tasks performed by the position. This management level work requires significant organizational, planning, design management, bid and construction phase management experience and can also include the development and/or management of budgets, schedules, and environmental review for projects that result in a major impact on other City facilities.

The incumbent may be responsible for long-range facility planning and studies associated with their assigned project(s). The Capital Planning and Projects Manager serves as the primary point of contact for local government agencies, contractors, consultants, architects, and stakeholders for assigned projects, ensures environmental compliance (including stormwater pollution prevention), sustainability, accessibility, air quality and compliance with industry standards for occupational safety and health.



IDEAL CANDIDATE

The Ideal Candidate will

- Demonstrate skills and experience in the design of capital improvement projects related to municipal facilities including but not limited to parks, public buildings, roadways, and civic spaces and shall be able to think creatively, value community engagement, as well as sustainability, resiliency, and city beautification.
- Possess either a master's degree in engineering, architecture, construction management or related field, professional registration or licensure, or Project Management Institute (PMI) / Construction Management Institute (CMI) certification is desired but not required.
- Have previous experience in project management of capital municipal projects or project management and development of civil engineering projects.

In addition, the ideal candidate will:

- Have professional experience in project management for a public agency (desired, not required).
- Be able to develop requests for proposals from design firms and construction firms in order to actively move projects to completion.
- Possess the ability to work equally well with all stakeholders, the public, vendors, contractors, City officials, and City staff.
- Be bright, energetic, exude a positive attitude, and excel under pressure and challenges.
- Be responsible with relative autonomy and high ethical standards.
- Be able to ensure that projects are completed on time and on budget and meet program objectives.
- Be responsible for making presentations to the public, city council and staff regarding project status, budget and challenges related to each project delivery.

QUALIFICATIONS



Education: Equivalent to completion of a degree from a four-year (4) college or university in engineering, architecture, construction management, supplemented with specialized courses in project management or construction related subjects.

Experience: Two (2) years of experience as a professional architect, engineer, or certified construction manager with progressively more responsible experience in project management. Experience in project management for a public agency is also desirable.

License or Certificate:

- The ability to convey oneself to and from multiple geographic locations frequently and timely or possession of an appropriate, valid Class C California driver's license.
- Possession of a master's degree in a field noted above, professional registration or licensure, or Project Management Institute (PMI) / Construction Management Institute (CMI) certification is desirable. Either may be substituted for one year of required experience.

COMPENSATION & BENEFITS

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and within the range of \$103,428 - \$138,609 annually, \$8,619 - \$11,550 monthly.

Retirement: The City is a part of the CalPERS retirement plan and does not contribute to Social Security.

Classic employees – 2% @55 formula, highest 3-year average compensation.

PEPRA employees – hired after 1/1/13 or Classic employee with 6-month break in service are eligible for a 2% @ 62 formula, highest 3-year average compensation.

Deferred Compensation: The City offers an optional 457 plan. Employees who actively participate receive a contribution by the City of 1% of their base pay on a bi-weekly basis.

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for: medical, dental, vision, life insurance, dependent care, flexible spending account, short and long-term disability.

Auto Allowance: \$250 a month or assigned use of a City vehicle.

Employee Development: \$2,000 annual reimbursement for educational programs; up to \$1,000 of which may be used for approved wellness expenses.

Holidays: 11 authorized holidays per year.

Administrative Leave: 80 hours per calendar year.

Vacation: Employees earn 136 hours of vacation and 96 hours of sick leave per year.



APPLICATION PROCEDURE

To be considered for this exciting opportunity, candidates should apply through [CalOpps.org](https://www.calopps.org). Complete an online application and the required supplemental questionnaire. Attach letter of Interest and a focused resume detailing their recent experience and demonstrated career accomplishments relevant to this position. All materials must be included to be considered as a candidate.

HOW TO APPLY

Please follow the link or Scan the QR code below:

<https://www.calopps.org/city-of-sausalito>



SCAN ME

**Open until filled. Apply by first review:
Tuesday, March 24, at 11:59 AM**

Candidates with a disability who may require special assistance in any phase of the application or selection process or inquiries about the position may be directed to the Human Resources Department at humanresources@sausalito.gov or (415) 289- 4130.

The City of Sausalito is not responsible for the failure of internet forms or email in submitting your application.



THE CITY OF SAUSALITO IS AN EQUAL OPPORTUNITY EMPLOYER