



Project Manager

Hiring Range: \$6,079—\$6,687 Monthly + Benefits

Yuba County is currently recruiting for the position of Project Manager in the Community Development and Services Agency (CDSA). The incumbent, under general direction, plans, oversees and coordinates teams and activities related to CDSA projects. Responsibilities include working for various departments within CDSA (Building, Environmental Health, Planning, and Public Works) to assist in identifying future department needs and to create project proposals for consideration. Incumbent will conduct extensive research for project proposals, work with various County Departments, outside agencies, and consultants to build and manage project teams for approved projects, implement project solutions, create technical documents, processes and procedures, and conduct project closing activities including evaluation and reporting. This is a broad classification managing mid- to large-scale projects that are largely of an analytical, programmatic and/or financial nature.

Ideal Candidate:

This will be a very dynamic position, responsible for initiating, managing and implementing projects that span across different divisions within the Community Development and Services Agency. The department is looking for someone who is a self-starter and can work independently. The candidate must be motivated and driven to initiate positive change. The successful incumbent is an analytical thinker and has the ability to see “big picture.” Experience in process improvement is preferred.

Required Qualifications:

Minimum: Bachelor’s degree from an accredited institution with major coursework in accounting, business administration, economics, project management, public administration or a field closely related to the project and two years of program or project management. Qualifying experience will include performing research studies and analysis, contract development and administration, financial and budgetary analysis, capital improvement and facilities planning and/or other progressively related experience directly related to the project. *Candidates with strong experience who lack the degree are encouraged to apply.*

Preferred: In addition to the minimum, a Project Management Professional Certification (PMP), experience developing and managing a project or program in public agency setting and four years of project management. Additional certifications may be desirable based on area of assignment.

Special Requirements: Must file statements of economic interest with the Yuba County Clerk/Recorder. Possess and maintain a valid CA Class C driver’s license within ten days of employment.

Working Conditions:

Drive a motor vehicle to attend meetings and job sites. May require work with exposure to potential hazards at various construction sites. Work in a typical office setting.



Selection process, tentatively scheduled for Wednesday, December 18, 2019. Please plan to schedule accordingly.

Example of Duties:

Participate in and supervise the design, implementation, integration and/or installation required for the project assigned; schedule the project timeline in logical steps and budget the appropriate amount of time required to meet deadlines. Coordinate, conduct and review a variety of complex analytical and support activities, including policy and procedure development and implementation; assist in the development and implementation of project goals, objectives, procedures and work standards. Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors. Ensure effective coordination of project activities with other departments, contractors and outside agencies; represents the department head in committee meetings; respond to the more sensitive and difficult complaints and requests for information.

About the Community & Development Services Agency:

The Community Development and Services Agency (CDSA) strives to improve the overall quality of life for our residents and fiscal health of our businesses by coordinating the orderly growth and development of the County. We accomplish this by providing proper implementation of related regulations, providing community services, and by providing operation, maintenance, and expansion of Public Works infrastructure.

About Yuba County:

Yuba County is situated in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol in Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. Yuba County offers its residents the many advantages of a rural lifestyle away from the pressures of the urban areas. The County’s rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating and skiing opportunities. Our County vision is to create a “golden” future for Yuba County by inspiring a community of participation, embracing our unique history, and discovering the wealth of our untapped potential.

Work With Us!

County of Yuba Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7862

***Final Filing Date:
Tuesday, December 10, 2019 at 5:00 PM***

For specific details, a complete benefit summary and to apply please visit:
<https://www.calopps.org/yuba-county>