EMPLOYMENT OPPORTUNITY

JOB TITLE: MANAGER, PROJECT MANAGEMENT

LOCATION: STATEWIDE (SAN FRANCISCO, SACRAMENTO, LOS ANGELES, SAN DIEGO)

JOB OPENING #: 5008

OVERVIEW
The Judicial Council of California is accepting applications for the position of Manager for Project Management unit in the Facilities Services office.

The Project Management unit provides a broad range of services to the courts from facility planning, design and construction, renovation, facility operations management, environmental compliance and sustainability, real estate services, security, and asset management.

Under the direction of the Principal Manager of the Project Management Unit, the Manager performs all the duties necessary to oversee, guide, and manage the program and project management personnel implementing the judicial branch’s capital and renovation projects. The manager collaborates with other unit managers in Facilities Services and within the JCC, in the development and implementation of statewide initiatives such as design and construction and facility modification protocols, processes, and/or procedures.

The successful candidate will report out of the San Francisco, Sacramento, Los Angeles, or San Diego location.

RESPONSIBILITIES
- Responsible for the overall management of the design and construction of capital projects, including new buildings and major renovations, remodels, leases, and some minor facilities modifications;
- Works with Facilities Services office’s Fiscal Support unit in the establishment, oversight, and appropriate management of contract encumbrances for assigned regions;
- Project team management;
- Establish, develop and execute project specific goals, requirements, schedules, budgets, and strategy;
- Management oversight of the development and review of architectural, mechanical, electrical, plumbing IT infrastructure, and security drawings and specifications;
- Provide management oversight of all contract agreements, amendments, change orders, and encumbrances;
- Oversight of the development of RFPs/RFQs, solicitation process, and contract award;
- Ensure that drawings and designs are completed on time and adhere to established specifications and design standards;
- Prepare and present reports to leadership regarding accomplishments and activities of the project team.

OTHER DUTIES & RESPONSIBILITIES:
- Attend and participate in division meetings, unit meetings, and management team meetings;
- Complete the Judicial Council’s required educational requirements.
MINIMUM QUALIFICATIONS
Bachelor’s degree, preferably in architecture, engineering, building engineering, or construction management and five (5) years of professional-level analytical or managerial experience in assigned function including, but not limited to, program analysis, development, implementation, research, and advising, including at least two (2) years of supervisory experience. Additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Two years in an exempt-level supervisor classification with the Judicial Council of California, or two years of experience performing the duties of a class comparable in the level of responsibility to that of an exempt-level supervisor classification in a California Superior Court or California state-level government entity, or two years as a Senior Project Manager with the Judicial Council of California and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

OTHER
Please note: if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

HOW TO APPLY
To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on August 1, 2019. This position requires the submission of our official application (fully completed), a resume and a response to the supplemental questions.

To complete the online application, please go to https://www.courts.ca.gov/careers.htm and search for JO#5008.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf 415-865-4272.

PAYMENT & BENEFITS
$10,727 - $13,428 per month

Some highlights of our benefits package include:
- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)