



**COUNTY OF SANTA BARBARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Capital Division Manager

An Equal Opportunity Employer

SALARY

Salary: See Position Description

OPENING DATE: 03/17/21

CLOSING DATE: 04/07/21

THE POSITION

Salary: \$99,184.12 - \$144,963.01 Annually DOE/DOQ

This salary range reflects the negotiable range for hire depending on qualifications, however the top of the range for future career and salary advancement is \$144,963.01

We are currently accepting applications to fill one full-time **Capital Division Manager in the General Services Department**. The current vacancy is in **Santa Barbara**.

The County has an inventory of over 400 facilities and properties that require on-going improvements and maintenance. The incumbent has responsibility for the planning and implementation of various capital and facilities/maintenance projects throughout the southern portion of the County under the general direction of the Assistant Director. The successful candidate will assist in the creation of the Five-Year Capital Improvement Program (CIP) and manage the efforts of staff to create and implement time and funding-efficient solutions.

Reporting directly to the Assistant Director, the Capital Division Manager is responsible for planning, directing and managing the South County's multi-million-dollar Capital program created to support the County's goals and priorities. The Division Manager exercises a considerable amount of independent judgment and discretion in directing staff and providing significant input and guidance to the Department Director, Assistant Director and County Executive management regarding all phases of assigned projects.

For additional information regarding the example of duties, employment standards, and selection process, click [here](#) for the full brochure.

Statement of Commitment

The County of Santa Barbara is dedicated to cultivating and sustaining an environment that exhibits equity and inclusion everywhere, and at all levels of our organization. The County believes equity is a fundamental principle that must be imbedded in policies, institutional practices and systems. The County recognizes the negative impacts of systemic racism and is committed to eliminating the barriers affecting our Black, Latinx, Indigenous, and Asian community members, as well as people of other diverse racial and ethnic backgrounds. We envision a world where society and its systems (e.g. education, criminal justice, and health care, housing the economy) are just, fair, and inclusive, enabling all people to participate and reach their full potential.

We celebrate community and employee diversity, strive for inclusion and belonging, and promote empowered participation. We aspire to build a workforce that is reflective of these values and the communities we serve. We are proud to be an equal opportunity employer and will resolutely uphold federal, California state law and/or Santa Barbara County ordinances.

We believe equity and inclusion are vital to fulfill the County's mission and to embody a culture of "One County, One Future." Expanding the full range of employee talent allows the County to deliver our best to all our community members.

We believe in the dignity and humanity of all people. We strive for a healthy and prosperous society that promotes all people having equitable access and opportunity.

Raquel Martinez, Senior Employment Analyst - RMartinez@sbcountyhr.org

EXAMPLES OF DUTIES

EMPLOYMENT STANDARDS

SUPPLEMENTAL INFORMATION

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.governmentjobs.com/careers/sbcounty>

OR

1226 Anacapa Street
Santa Barbara, CA 93101

EXAM #21-8027-09 (O)
CAPITAL DIVISION MANAGER
RM

Capital Division Manager Supplemental Questionnaire

- * 1. I acknowledge it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meet the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge, if the County determines I do not meet the employment standards, there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meet the employment standards at the time I submit my application.
 - I understand.
- * 2. As part of the application process, this Supplemental Questionnaire must be completed along with the standard application form. Resumes are required, but NOT in lieu of a completed application and supplemental questionnaire.
 - I understand.
- * 3. The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails.
 - I understand.
- * 4. To be considered for this position your application must CLEARLY demonstrate how you meet the requirements under EMPLOYMENT STANDARDS on the Job Bulletin or you will not be considered for this position. If you are unsure, go back and review your application before continuing. Which Employment Standard did you clearly demonstrate meeting on your application?
 - A bachelor's degree in construction management, project management, engineering, architecture, planning, or a related field AND four years of project management experience that includes two years of supervisory experience.

- Eight years of project management experience in building construction that includes two years of supervisory experience
 - A combination of training, education, and experience that is equal to the qualifications listed above and that provides the required knowledge and abilities listed on the job bulletin.
 - None of the above - I do not meet the minimum qualifications for this position
5. If you selected the third option in the preceding question, "a combination of training, education, and experience...", describe in detail how your training, education, and experience is equivalent to the employment standard on the job bulletin.
- * 6. Describe in detail your project management experience, particularly in building construction, including your supervisory experience within project management roles. Include your employer name(s), duration of employment, title(s), number of employees supervised, and overall responsibilities. (Full details should be listed on your application in the Work History section). If you do not have this experience, type "N/A".
- * 7. I have attached the required resume for review. This will your only opportunity to provide a copy of relevant materials, such as a resume, to support your application for the position. I understand my resume will be used as a scored selection device that will determine my ranking on the employment list for this job. For information on protest procedures for the supplemental questionnaire, please see Civil Service Rules 612 and 613:
<http://www.countyofsb.org/hr/civil-service-rules/rule-six.sbc#six-612>
- I understand and have attached my resume.
- * Required Question