

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf

Web site: www.courts.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: Manager - Facilities Services

LOCATION: Statewide

JOB OPENING: 4714

OVERVIEW

The Judicial Council of California is accepting applications for the position of Manager for the Facilities Services office.

Facilities Services 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 responsibilities of this position will include work that is 85% in Southern California and 15% in Northern California.

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 facility modifications.;
- Works with the 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 and Responsibilities

- Attend and participate in division meetings, unit meetings, and management team meetings.
- Complete the JCC's required educational requirements.

QUALIFICATION

Minimum Qualifications

Bachelor's degree, 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 Legislative Advocate, Labor & Employee Relations Officer, or 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 Thursday, January 31, 2019. This position requires the submission of our official application and a resume, to be considered for the job.

To complete an online application, go to job opening #4714: <http://www.courts.ca.gov/careers.htm> click the Apply Now button.

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

PAY & BENEFITS

Salary Range: \$8,143 - \$12,215 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 Care Disability (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

