



# County of Marin • California

*invites your interest in the position of*

## Facilities Capital Projects Division Manager



Recruitment Services Provided by  
Ralph Andersen & Associates

*The mission of the Marin County Department of Public Works is to provide quality services and maintain and improve public infrastructure and facilities while protecting Marin's natural resources.*

## **EXCITING CAREER OPPORTUNITY TO JOIN A DYNAMIC TEAM!**

The County of Marin seeks an experienced, motivated leader to manage the Facilities Capital Projects Division and partner with stakeholders in the delivery of high-profile projects at County buildings. This position oversees a major division within the Public Works Department with management responsibilities over facilities capital improvement planning and programming, project development, and preparation and oversight of the division's operating and capital budgets. The Facilities Capital Projects Division is comprised of ten accomplished project managers, architects, and support staff that develop a wide variety of facilities projects from the planning phase through design, permitting and construction.

The Facilities Capital Projects Division Manager will join the County during an exciting time of growth and development. The next division manager will have the opportunity to leave a long-lasting positive impact on the community by leading the design and construction of major facilities projects to support the delivery of County services. These include the new \$80M Marin County Fire Headquarters and extensive renovations to community assets such as the Veterans' Memorial Auditorium, libraries, office buildings, and the historic Frank Lloyd Wright designed Marin Civic Center. A list of ongoing building and facilities projects can be found at: [publicworks.marincounty.org/projects](https://publicworks.marincounty.org/projects). Upcoming projects over the next two years are detailed on page 140 of the Public Works Department budget for FY 2024-26 [here](#).

## **LIVE, WORK, AND ENJOY THE OUTDOORS IN PICTURESQUE MARIN COUNTY**

Marin County, located in the hills northwest of San Francisco across the Golden Gate Bridge, is a beautiful, temperate refuge from the more urbanized areas of the Bay Area. With a total population of about 260,000, Marin County residents enjoy a high quality of life in one of the most spectacular metropolitan areas of the world. Marin County has a diversified economic base, including a mix of insurance, medical, pharmaceutical, technology, financial, and retail employers. George Lucas' Skywalker Ranch is also located in Marin County as well as a few subsidiaries of Lucasfilm.

Outdoor activities are plentiful with access to the bay, the ocean, hiking or biking trails, vineyards in Napa and Sonoma, wildlife viewing, agritourism, and the Muir Woods National Monument. Eleven incorporated cities and towns are located within Marin County, including the county seat of San Rafael. The central and most visible location of Marin County government is the Marin County Civic Center in San Rafael, a complete campus designed by famous architect Frank Lloyd Wright.

## **COUNTY GOVERNMENT**

The County of Marin is a General Law County governed by five members of the Board of Supervisors, each of whom represents one of five supervisorial districts. The County employs approximately 2,500 employees across 22 agencies. The County Executive is appointed by the Board of Supervisors to implement the direction and policies of the Board. The County Executive's mission is to serve the community and employees by leading a responsive government that fosters a culture of collaboration and continuous improvement. Equity is a core value of the County of Marin and employees at all levels are committed to enduring an anti-racist, multicultural workforce.

Marin County has a long history of sound fiscal management throughout strong and weak economic periods. The County's budget is built on a solid foundation that has been established and managed by a disciplined Board of Supervisors and leadership team that is committed to prudent fiscal management and best practices. The County's \$866 million FY 2025/26 budget is balanced and structurally sound.

Marin County's budget focuses on providing excellent services which address top community priorities while remaining fiscally sustainable. One of these top priorities is to invest in County infrastructure to address deferred maintenance. For the last several years, the budget has allocated \$8 million per year to support a variety of facilities capital improvement projects. As part of the FY 2023-24 budget, the Board approved an additional \$30 million in one-time funding for improvements to the Marin Civic Center and Veterans' Memorial Auditorium. In November 2024, the Board approved \$18.9 million to the Veterans' Memorial Auditorium for HVAC, flooring, accessibility, and necessary upgrades for its grand reopening in early 2027. Approximately \$24 million has been approved for renovations and repairs to Marin County Free Library facilities over the next several years.

For further information about the County's budget, please visit: <https://www.marincounty.gov/departments/executive/budget-and-priority-setting/budget-reports-and-data>.

## DEPARTMENT OF PUBLIC WORKS

The Public Works Department is comprised of over 250 employees who work to deliver a broad range of internal and external services, including capital improvement project delivery, floodplain management, radio telecommunications, maintenance and custodial services, reprographic services, airport administration, land development, transportation planning, solid waste management, and hazardous waste management. The Department is organized into 20 divisions tasked with providing specific functions and working collaboratively in support of services and project delivery. Internal support functions include environmental and regulatory permit compliance, surveying, traffic engineering, disability access review, accounting, procurement, real estate services, public outreach, construction engineering, and other administrative services. Details of the department's \$87 million FY 2025-26 budget can be found [here](#) on page 140.

The Public Works Department is committed to being a well-managed organization that relies on the talents of its workforce to succeed. The Department is focused on process improvements and is currently implementing project management software as a resource for employees and efficient reporting tool. For more information about the department, please visit: [publicworks.marincounty.gov](http://publicworks.marincounty.gov).

## FACILITIES CAPITAL PROJECTS DIVISION MANAGER

The Facilities Capital Projects Division Manager leads the planning, capital management, design, and construction of County buildings and facilities, including ground-up construction, major and minor renovations, deferred maintenance projects and interior and exterior building repairs. The Division Manager coordinates activities with other divisions, County departments, and external agencies, and is responsible for fostering the ongoing development of employees while providing administrative oversight and policy direction. This role is crucial in ensuring strong execution of projects in support of safe, stable, and sustainable County facilities. The Facilities Capital Projects Division Manager serves as a key leader within the Public Works Department and reports to the Assistant Director.

### Examples of the Key Responsibilities:

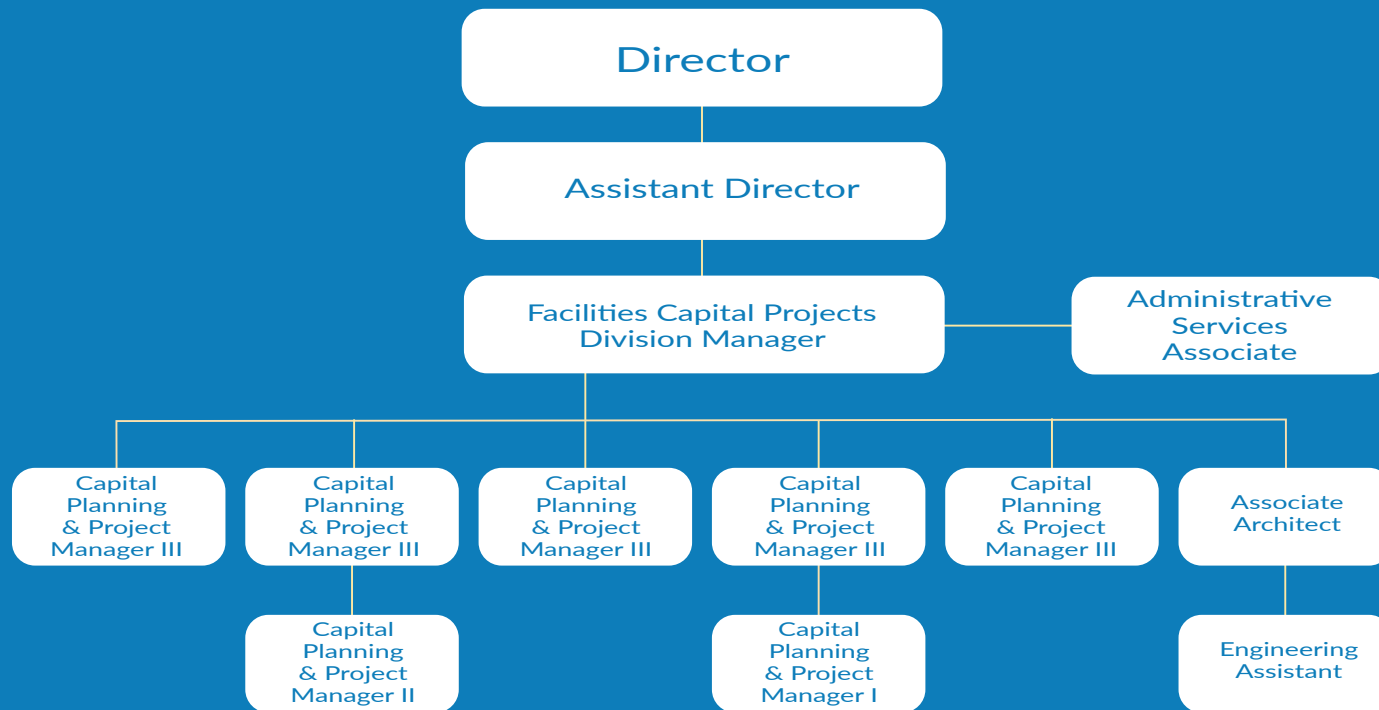
- Plans, organizes, and manages the activities of the Facilities Capital Projects Division and ensures division activities comply with County, State, and Federal codes, regulations, and guidelines.
- Selects, trains, assigns, supervises, and evaluates assigned staff.

- Provides for and administers architectural, engineering, construction management and related services including Request for Proposals, consultant selection, and assistance with construction and architectural oversight.
- Confers with and serves as a resource to staff and other agencies on technical subjects.
- Establishes, implements, and evaluates assigned Division goals, priorities, objectives, and work processes.
- Directs the preparation of project plans, specifications, and related data; advises staff on policy and procedural matters related to the work.
- Negotiates and prepares contracts, reviews change-orders and amendments, commissions and reviews documents such as condition assessments, feasibility studies, scoping reports, and bid proposals.
- Reviews consultant and contractor work for contract conformance; inspects and monitors progress of projects to ensure compliance.
- Prepares, justifies, and manages annual and long-range budgets for the Division and special taxing districts; reviews, authorizes, and controls expenditures.
- Coordinates division activities with those of other divisions, departments, and agencies to ensure effective cooperation on all governmental levels.
- Serves as a liaison to legislative bodies, governmental agencies, other departments, and community groups.
- Makes presentations to the Board of Supervisors, various committees and commissions, and prospective funding agencies on project proposals, progress, and budgets.



# MARIN COUNTY DEPARTMENT OF PUBLIC WORKS

## CAPITAL PROJECTS DIVISION



February 2026

### ATTRIBUTES OF THE IDEAL CANDIDATE

The Facilities Capital Projects Division Manager must possess knowledge of vertical building project delivery processes from entitlements to commissioning with the ability to anticipate problems, implement solutions, and ensure the completion of projects on time and within budget. The ideal candidate will demonstrate strong customer service and project management skills and develop trusting relationships with stakeholders. They will be enthusiastic about problem solving, energized by the successful accomplishments of the Division, and will serve as a champion for the values and initiatives of the organization.

The Facilities Capital Projects Division Manager will embrace a systems-based approach to managing projects in a fast-paced, dynamic environment. This includes forecasting facility needs, evaluating and determining priorities, developing a multi-year resource loaded workplan with delivery schedules, and reporting out progress. California municipal government experience is highly

desired, as is working knowledge of the Building Code, Government Code, and Public Contracting Code, including alternative project delivery methods.

In addition to strong project management skills, the top caliber candidate will be well positioned for success by having a leadership style that promotes teamwork and collaboration with an emphasis on proactively identifying and mitigating risks and challenges. Ethical and sound decision-making skills are also essential for success in this role. Other desired attributes include a spirit of innovation and creativity, skills to empower and inspire others to contribute to the County's success, and the ability to effectively communicate complex concepts to non-technical stakeholders and executives. The ideal candidate will appreciate the varied skills and contributions of individuals who work in the Division, and will embrace and embody the County's focus on diversity, equity, and inclusion.

## QUALIFICATIONS AND SALARY

The Department of Public Works offers two Facilities Capital Project Division Manager classifications: one requiring a valid California Civil Professional Engineering (PE) license and one that does not. Applicants will be evaluated against both sets of minimum qualifications, and the selected candidate will be appointed to the classification they qualify for. This approach considers a wide range of experience public works professionals while matching qualifications to the appropriate role.

**The two classifications to qualify for this opportunity are:**

### **FACILITIES PLANNING AND DEVELOPMENT MANAGER**

Any combination of education and experience that would likely provide the required knowledge and skills listed. Typically, equivalent to a 4-year college degree with a major in Architecture, Engineering, Finance, Business or Public Administration, or a related field and five years of full-time experience performing planning, feasibility analysis, financing, and overall project management for pre-construction planning and design projects involving buildings and public projects. Additional professional development in real estate finance, acquisition and development is highly desirable. **[Annual salary of \$165,089 to \$183,019.]** This salary shown does not reflect a 4% cost of living adjustment effective July 2026.

### **PRINCIPAL CIVIL ENGINEER**

Five years of increasingly responsible professional engineering experience, with at least two years of the required experience functioning in a supervisory capacity. Registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers is required. **[Annual salary of \$166,316 to \$202,196.]** This salary shown does not reflect the 2% received for a Professional License and a 4% cost of living adjustment effective July 2026.

*Direct experience with a local government agency (county, city, or special district) is highly desired in this role. Applicants with experience gained from a private sector employer in support of local government are also strongly encouraged to submit credentials and career history for consideration.*

## BENEFITS

**Retirement** – Marin County Employees' Retirement Association (MCERA). Details are available at: [www.mcera.org](http://www.mcera.org).

**Social Security** – The County does not participate in Social Security except for a mandatory Medicare contribution.

**Deferred Compensation** – A voluntary deferred compensation 457 plan administered by Nationwide to enhance retirement planning.

**Health/Dental/Vision Insurance** – Cafeteria-style health and welfare benefit plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

**Holidays** – 12 paid holidays and 2 floating holidays per fiscal year.

**Vacation** – Starting at 10 days per year for the first two years and increases through years of service.

**Sick Leave** – Up to 12 days per year.

**Management Leave** – 40 hours per fiscal year.

For further details, review the 2026 Benefits Guide [here](#).

## APPLICATION AND SELECTION PROCEDURE

This position is open until filled. Applicants are asked to **submit prior to Sunday, April 26, 2026 at 11:59 p.m.**, as this position may close once a viable pool of highly qualified applicants is achieved. To be considered for this exceptional career opportunity, please submit a comprehensive resume and cover letter for consideration. Details should include staff size, budget oversight, project management responsibilities, and a listing of capital projects.

Submit requested material to: [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

Resumes will be screened against the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to preliminary interviews with Ralph Andersen & Associates. Candidates deemed most qualified will be referred to the Assistant Public Works Director for further consideration.

Selected candidates will be invited to participate in round #1 interview activities—tentatively scheduled to begin in early-to-mid May, upon being deemed viable for further consideration by Ralph Andersen & Associates and the Public Works Department. Round #2 will include follow-up interviews in mid-to-late May with a panel comprised of members of the County's leadership team.

Final selection for the Facilities Capital Projects Division Manager is anticipated in late May, with a start date in June (preferred) or July. Every effort will be made to accommodate a top candidate, even if that requires a mutually agreeable later start date beyond early July.

For further information, contact Project Director, Ms. Heather Renschler, at (916) 630-4900 or [heather@ralphandersen.com](mailto:heather@ralphandersen.com). Interested candidates may also schedule a preliminary discussion by emailing [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

Final appointment will require completion of comprehensive reference and background checks, including contact with current (upon mutual agreement) and former employers.



***Marin County is an Equal Opportunity Employer and values diversity at all levels of the organization.***

[www.marincounty.gov](http://www.marincounty.gov)