



The County of San Bernardino

Invites Applications for the Position of

ASSISTANT DIRECTOR

REAL ESTATE SERVICES DEPARTMENT -

PROJECT MANAGEMENT DIVISION

**TOTAL COMPENSATION
UP TO \$166,044 ANNUALLY**

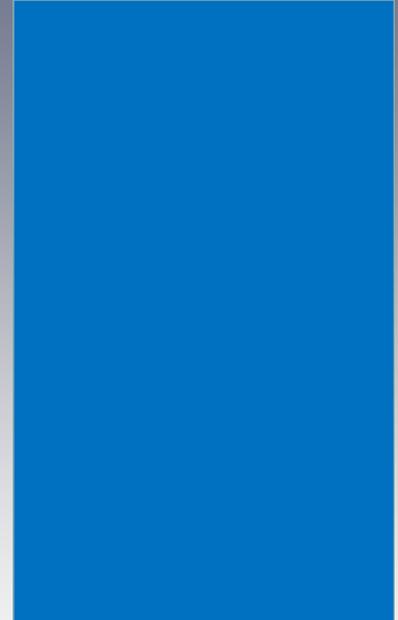


REAL ESTATE SERVICES DEPARTMENT

The Real Estate Service Department (RESA) is a multi-disciplined department of real estate professionals providing the County of San Bernardino and other government agencies with comprehensive real estate services. With a staff of highly qualified managers and real property agents, RESA has established a strong reputation among its clients for providing exceptional technical expertise, administrative services and client responsiveness.

The Project Management Division provides an internal service for the County government and is responsible for the planning, design, and administration of the County's Capital Improvement Program (CIP). The Division is committed to the timely and cost effective design and construction of projects included in the annual CIP and providing quality improvements to ensure accessible and safe environments for County departments and the public they serve. The staff is involved in the preparation of packages and advertisements for bids, negotiation and administration of contracts for design and construction, and in providing inspection and construction project management services from conceptual estimates through occupancy, for the various departmental CIP projects.

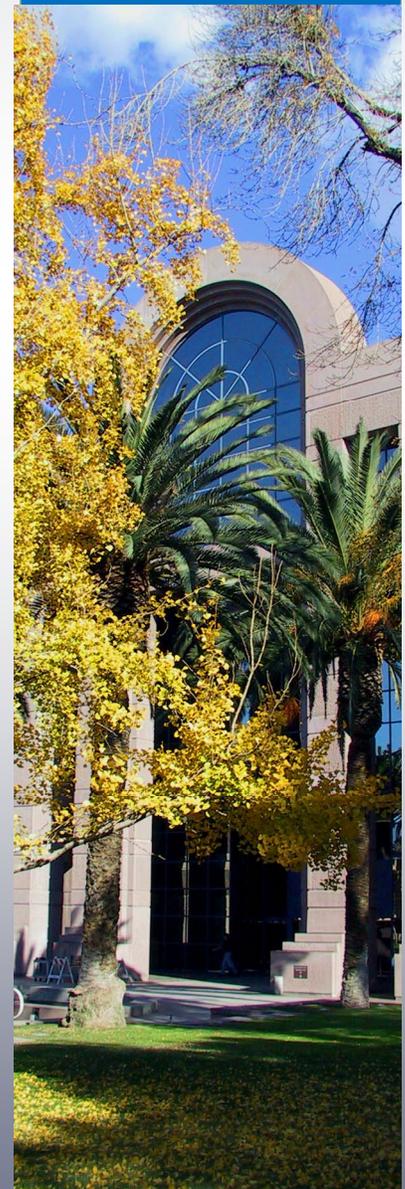




THE POSITION

The **Real Estate Services Department** is seeking an experienced Assistant Director who will assist with planning, directing, and organizing the activities of the Project Management Division, including directing all capital improvement activities, and the construction, remodel and maintenance of County owned buildings, parks, airports, and other facilities.

This position is in the Unclassified Service and serves at the discretion of the Real Estate Services Director.



Contact Information:

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MINIMUM REQUIREMENTS

Education: A bachelor's degree in Project Management, Construction Management, Architecture, Engineering, or closely related field.

AND

Experience: Five years experience performing professional duties related to project management, involving design, procurement, construction, administration and budget oversight of facilities. Experience should include five years managing, supervising, or leading a staff of construction managers.



County of San Bernardino

REAL ESTATE

Services Department

DESIRED QUALIFICATIONS

The ideal candidate will have at least ten years of progressive and highly responsible project management experience, involving design, procurement, construction, administration, and budget oversight of facilities with a public agency.

SELECTION PROCESS

The most highly qualified candidates will be referred to the appointing authority for further consideration.

Apply Online:

www.sbcounty.gov/hr