

Job Posting

Position Information

Requisition Number	20170525
Working Title	Capital Program Manager
Appointment Type	Staff - Contract
Personnel Program	MSP
Work Hours	M-F 8:00am-5:00pm
Percentage of Time	100
Organizational Area	ANR:Budget
Location	Other
Posting Salary	\$70,300 - 121,350 min to 3rd Q
Position Summary	<p>THIS IS A TWO-YEAR CONTRACT POSITION WITH POSSIBILITY OF EXTENSION. University of California Agriculture and Natural Resources (UC ANR) is a highly complex organization reporting to a Vice President with operations located in 57 county offices, on three campuses, and with nine research and extension centers throughout California. UC ANR maintains 12 physical sites, including research facilities that have been poorly capitalized, and office space that requires upgrades to meet programmatic and administrative needs. As such, we are embarking on an extensive recapitalization project to modernize our facilities.</p> <p>Reporting to the ANR Director of Resource Planning and Management, the Capital Program Manager provides management oversight and direction in administration of ANR's capital program. This includes developing from inception a comprehensive process for capital needs assessment, prioritization, project management, capital financing and status reporting.</p> <p>The position requires the ability to manage multiple highly complex projects simultaneously, ensuring that they individually are on-time, within scope and budget, cumulatively meet ANR's needs, and are financially feasible and sustainable. Problem-solve and analyze unique issues without precedent and/or structure. Manage programs that include formulating strategies and administering policies, processes and resources, and function with a high degree of autonomy.</p> <p>Under general direction, conducts large scale and/or highly complex projects from programming and design through project completion. Assumes the day-to-day engineering management and leadership of large scale and/or complex projects. Responsible for the programming, funding, management and utilization aspects of campus capital improvement and space management programs. Uses advanced planning concepts and campus objectives to resolve highly complex problems/situations related to work in the development, revision, refinement and/or amplification of long range plans and provides high level expertise and assistance to senior management. Participates in the formulation of short and long range development plans, and</p>

proposes/recommends revisions and/or refinements, including identifying and proposing solutions to potential problem areas.

This position will promote, in all ways consistent with the other responsibilities of the position, accomplishment of the Affirmative Action goals established by the Division.

Special Conditions of Employment

Overtime
Travel
Travel outside of normal business hours

Other Special Conditions of Employment

Must possess valid California Driver's License to drive a County or University vehicle. Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.

As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.

Special Instructions/Additional Information

Job Close Date 12-03-2017

Job Duties

Duties	Function	(%)	Ess Duty?
<p>Manage projects from the programming phase through design and construction. Coordinate and lead project teams. Working understanding of public contracting, project bidding, and delivery methods in higher education or public sector.</p>			
<p>Find solutions to problems arising during design and construction that may lead to additional costs and/or schedule delays.</p>			
<p>Manage all types of large scale and/or highly complex infrastructure and civil engineering projects.</p>			
<p>Administer all project contracts and agreements. Act as official University representative in relationships with contractors and UCOP.</p>			
<p>1 Directly responsible for the development and management of project budgets. Oversee and analyze independent cost estimates.</p>	Project Management	40	Yes
<p>Prepare detailed project budgets within established guidelines. Prepare documents for budget and funding approvals. Monitor and control expenditures within the approved budget throughout the course of each project.</p>			
<p>Directly responsible for the development and management of project schedules. Prepare detailed project schedules for approval. Throughout each project, monitor and control all project tasks to meet approval deadlines and to complete the project on schedule.</p>			
<p>Ensure adherence to policies and procedures, evaluate work for conformance to contractual agreements, and approve payments.</p>			
<p>2 Prepare or assist in the preparation of documents for capital outlay projects, such as Project Summaries, Project Planning Guides (PPGs), Capital Improvement Budgets (CIBs), equipment lists, Delegated Authority Items, Regent Items, Business Case Analyses (BCAs), and the 10-year Capital Financial Plan (CFP).</p>	Capital Planning and Financing	30	Yes
<p>Conduct research and analysis of campus programs and space resource needs,</p>			

project budget analysis, long-term financing requirements, and financial feasibility analysis.

Create and utilize complex spreadsheet programs, schedules, and tables in order to conduct analyses and projections.

Provide expert planning, technical counsel and recommendations for environmental stewardship.

Understanding of the sources and uses of dept capital in complex higher education structures.

Plan and manage the efficient use of debt capital in a manner consistent with the objectives of the organization, which may include tax exempt bond financing.

Work with UC ANR Financial Services to monitor debt capacity, utilization and outstanding debt, including forecasting debt payments.

Review financing options to fund capital needs, including use of credit programs such as energy savings, reserve deployment, fundraising, auxiliary revenue, and external financing. This requires working with other units from within UC ANR and UCOP.

Provide leadership and coordination during design phases. Review project budgets and schedules developed by other Project Managers. Provide technical, design, and contractual expertise to other Project Managers.

3	Senior resource for coordination of all capital projects for both construction and renovation.	Leadership and Coordination	20	Yes
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Review documentation for projects to determine compliance with all Regental policies, established scope, and budgets and schedules. Oversee invoices and billing.

4	May serve as a Subject Matter Expert (SME) and resource for a functional/specialty area, process, or task. Assist other staff by facilitating questions and providing training. Participate in and attend training.	Other Duties	10	Yes
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Perform other duties as assigned.

Job Requirements

Job Req	Req/ Pref
Bachelor's Degree in related area and/or equivalent experience/training in education, business administration, project construction administration, architecture, or facilities planning.	Required
Working knowledge of and experience in planning, design, construction, environmental and legal issues, federal, state and local laws, regulations, codes and practices governing planning, building design and construction.	Required
Leadership and managerial skills to simultaneously direct several large professional teams working on unique and technically difficult projects in a complex administrative environment.	Required
Experience as a Project Manager of large scale and/or complex projects and institutional minor capital projects, with leadership responsibility for budgets, schedules, and project team coordination.	Required
Thorough knowledge of and experience in all organizational processes, protocols, and procedures. Advanced knowledge of functionally-specific computer applications.	Required
Strong financial experience managing a complex capital program, budgeting funds from diverse sources such as state general funds, external financing, and industry credit programs. Financial skills	Required

to prepare, monitor, and manage detailed project budgets, evaluate independent cost estimates, review and approve payment requests, and capitalize costs.

Written, verbal, and interpersonal communication skills to prepare clear, concise, and professional reports and correspondence, political acumen and negotiation skills, and the ability to effectively work with diverse groups and individuals. Required

Expert analytical, problem solving and project management skills to identify needs, conduct research, and develop innovative proposals and solutions. Required

Expert knowledge of the organization, including its architectural history, short and long range development plans, infrastructure, and current, on-going, and future design and construction plans. Preferred

Experience working with UC and campus capital policies, procedures, practices, and resources to direct project administrative processes. Preferred