

# Market Range Detail - Facilities Capital Projects and Planning Division Director

## Effective Date

September 26, 2016

## Market Range Title Description

This single incumbent market range title is responsible for planning, directing and managing all activities of the County's Capital Improvement and Capital Planning programs. The Division Director oversees and coordinates the development, implementation and management of comprehensive, integrated County facility strategic and capital improvement plans that support the County's goals and priorities. The incumbent exercises a considerable amount of independent judgment and discretion in directing operations and provides significant input and guidance to the department director and County management regarding all phases of assigned projects. Work is performed under the direction of the Director – Facilities Management.

Typical responsibilities include: planning, organizing and managing County facility planning, capital and major maintenance programs; ensuring that departmental capital programs are aligned with the County Capital Improvement Plans; determining objectives and setting project priorities and completion timelines; collaborating with the Office of Management and Budget on program planning and budgeting; monitoring the implementation of the County and departmental Capital Improvement Plans; ensuring that all projects are completed in a timely manner within budget limitations; developing reports and making presentations; authorizing expenditures within the budget and providing cost controls; developing, recommending and implementing policies and procedures and developing strategies to ensure consistent compliance by staff; developing and managing the division budget and participating in the budget process; overseeing the division's hiring and performance management processes; evaluating results and goal progress and reporting on a regular basis. The Division Director is responsible for the development and supervision of managerial and supervisory staff including hiring, training and performance management.

This market range title is differentiated from the Facilities Capital Projects Division Manager and the Facilities Planning Division Manager by having overall responsibility in managing all administrative and technical operations of both the Capital Improvement Plan and Planning divisions of the Facilities Management Department.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$43.40	\$57.03	\$70.65

## Likely Minimum Qualifications

- Bachelor's degree in Architecture, Engineering, Planning Construction Management or a related field.
- Eight years of experience in capital planning, designing, constructing and managing large scale projects including four years of related supervisory/management experience.
- Registered Architect, Professional Engineer or licensed general contractor in the State of Arizona.
- Other combinations of education and experience may be considered in substituted for the minimum qualifications.

## Working Titles

- CIP & Planning Division Director

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.