



THE COUNTY OF RIVERSIDE
INVITES YOUR INTEREST
IN THE POSITION OF
**ASSISTANT DIRECTOR OF
FACILITIES MANAGEMENT**



SALARY RANGE
\$136,870 - \$241,896
ANNUALLY

THE POSITION



County of Riverside (County) is seeking an experienced leader for the position of Assistant Director of Facilities Management (FM). This vital role shares in the management and operations of the FM Project Management Office (public works construction management team) and the FM Real Estate Division (acquisition, leasing, property and space management). FM manages over 14.5 million square feet of County-owned and leased facilities across 7,200 square miles and also serves as the designated building official and the permitting and inspection team for County-owned facilities. The Assistant Director is responsible for administering the countywide facilities management program and ensuring compliance with all building code requirements, laws, and statutes. This position is integral to maintaining safe, comfortable, efficiently operated, and aesthetically pleasing environments for both county employees and the general public.

If you possess strong leadership, extensive knowledge of high-level construction management and public-private-partnership real estate transactions and a proven track record in managing large-scale public development projects, we welcome your application to join this dedicated team and make a meaningful impact in the community. Apply now to lead efforts in designing, constructing, acquiring, leasing and maintaining Riverside County's expansive portfolio of facilities, ensuring they meet the highest standards of safety, efficiency, and sustainability.

If you have exceptional financial acumen, a passion for innovation, and a commitment to community service, this is your opportunity to shape the future of facilities management in Riverside County. Apply now to oversee budget planning, develop energy-efficient solutions, and foster public-private partnerships that enhance the quality of life for residents and employees alike. Your leadership can drive the continued success and growth of this essential department.



THE IDEAL CANDIDATE

The ideal candidate for the Assistant Director of Facilities Management will be a visionary leader with a strong background in the construction of public works projects and an expert in the field of real estate transactions and development projects, ensuring that county facilities are acquired and designed, constructed, and maintained to the highest standards. They will possess financial acumen, adept at managing budgets and planning and navigating diverse projects, while also fostering innovative practices, such as energy-efficient solutions and automated systems to reduce operational costs. Additionally, the ideal candidate will excel in public works construction and real estate development through public-private partnerships to enhance service delivery, all while ensuring responsive and comprehensive customer service across the department.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

- » **Strategic Leadership:** Proven ability to lead and oversee multiple divisions within a large, complex organization.
- » **Building Code Expertise:** In-depth knowledge of building code requirements and experience ensuring compliance with laws and statutes.
- » **Project Management Skills:** Proficient in managing the design, development, and construction of new public facilities and tenant improvements.
- » **Real Estate Acumen:** Strong background in contracting and negotiating, property acquisition and disposition, leasing, and public-private partnership (P3) development.
- » **Energy Management Expertise:** Experience promoting and implementing energy-efficient and renewable energy solutions.
- » **Crisis Management:** Ability to respond to and manage facility emergencies at all times, ensuring continuous operations.
- » **Financial Acumen:** Strong understanding of budget planning, rate development, and managing various funding sources, including internal service, general, and special revenue funds.
- » **Administrative Expertise:** Experience in personnel management, procurement, inventory management, and customer service.
- » **Regulatory Compliance:** Knowledge of environmental regulations and the ability to ensure compliance across all operations.
- » **Facility Design and Standards:** Experience ensuring facilities are designed, constructed, operated, and maintained to meet established standards.
- » **Space Planning Proficiency:** Ability to plan and manage space effectively to meet the evolving needs of county departments and agencies.
- » **Innovation Mindset:** Commitment to pursuing innovative technologies and practices to improve efficiency and reduce costs, such as automated parking systems.
- » **Partnership Development:** Ability to foster and maintain public-private partnerships to deliver community programs and services.
- » **Community Engagement:** Strong focus on community service, managing community centers and parks to benefit residents and families.
- » **Customer Service Orientation:** Dedicated to providing responsive and comprehensive services to county departments, partner agencies, and the public.
- » **Sustainability Focus:** Passion for promoting sustainable and energy-efficient solutions within the county's operations.
- » **Leadership:** Capability to guide the department in alignment with the Board of Supervisors' policies and the County's strategic objectives.

THE ASSISTANT DIRECTOR OF FACILITIES MANAGEMENT WILL:

- » Plan, organize and direct the activities of major divisions of Facilities Management through subordinate staff involved in commercial real estate and capital projects and programs.
- » Assist in the development and preparation of division budgets; monitor expenditures and review internal controls for fiscal and business operational purposes in accordance with division standard operating procedures and applicable local, state and federal rules and regulations.
- » Review and evaluate funding proposals; ensure program objectives and project deliverables are met.
- » Establish work priorities; assist in the development of organizational goals and objectives, and evaluate employee performance; establish employee development plans and administer policies and procedures in accordance with departmental and regulatory requirements.
- » Review and develop recommendations on administrative programmatic policy and operational issues and changes; propose policy recommendations to executive management, various boards, commissions, community groups, and Board of Supervisors, as required; research and interpret federal, state and local legislation and regulations.
- » Prepare presentations and/or written reports to apprise the Board of Supervisors, County Executive Office and other public officials relative to the status of essential programs and mission critical projects.
- » Maintain effective communications with internal/external stakeholders, (e.g., contractors, County departments and other departmental staff) involved in core business activities within the assigned area of responsibility; analyze, investigate and make recommendations relative to complex, sensitive and controversial matters; prepare and review a variety of correspondence and reports.
- » Promote employee engagement and strengthen citizen participation and community organization involvement in the planning, development, implementation, and evaluation of division programs and projects.
- » Identify and leverage multiple funding sources; review complex federal and state agency and private grant-funded opportunities; prepare grant applications, negotiate contract terms and ensure compliance.
- » Plan, coordinate and direct major facility projects which include design, construction, maintenance, acquisition and leasing efforts to meet County space needs.
- » Direct project planning, design and scheduling for construction of new County facilities and alteration of existing ones through the public works process.
- » Provide broad design guidance to staff and consultants and make key decisions on major construction projects.
- » Direct the planning, organization and implementation of a centralized real property management program for the County of Riverside, which includes the leasing, purchase and sale of real property.
- » Act as chief County contract negotiator in major real property leases and acquisitions; oversee, and may act to, effect compliance with contractual terms of lease agreements and construction projects and including litigation negotiations.
- » Develop and recommend building space standards for Board of Supervisors approval and apply standards to determine County department's needs.
- » Direct the preparation of studies by subordinate staff and consultants in evaluating and recommending to the Board of Supervisors actions to lease, build or alter existing facilities; direct the review of new County building plans for compliance with facility operational needs.
- » Consult with departmental representatives on major building modification requests and other non-routine or sensitive matters.
- » Direct the selection, orientation, placement, and discipline of personnel in the department; direct the preparation and administration of the facilities management budgets.
- » Comply with applicable local, state and federal environmental requirements.
- » In the absence of the Director of Facilities Management, approve the release of information regarding the assigned division to the news media and the community.



MINIMUM QUALIFICATIONS



EDUCATION: Graduation from an accredited college or university with a bachelor's degree in business or public administration, real estate, construction management, behavioral science, social science, political science, public policy, urban studies, education, marketing, economics, environmental sciences, geography, architecture, engineering, or a related field to the assignment. The required education may be substituted by a valid certification of registration as an Architect issued by the California State Board of Architectural Examiners or a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers. (Candidates licensed, certified or registered as an Architect or Civil Engineer in another state must be able to obtain California registration within one year.)

EXPERIENCE: Six years of public agency experience in a management level capacity, which included responsibility for directing the activities of subordinate managers in a major program or division and direct oversight for managing policy, planning, program budgeting, and staffing.

KNOWLEDGE OF: Principles and practices of economic and community development and business management; principles and procedures involved in establishing and maintaining fiscal and program monitoring systems; the methods, procedures and requirements involved in applying for and administering public financing programs; the methods of financing commercial real estate, buildings and equipment; the procedures used in the procurement and sale of commercial real estate; the local policies and procedures for environmental review; the methods, techniques and resources used in economic and industrial research, analysis and planning; the factors affecting population, business and industrial growth, including governmental controls; the principles and practices of budgeting and managing funds; the principles, methods and techniques of supervision and personnel administration/ management; principles of planning, architectural design, construction, and energy management; structural, electrical and mechanical engineering Building Codes, Cal-OSHA building construction regulations, ADA compliance (Title II), and other pertinent safety or construction requirements; contract administration processes including both legal and technical aspects

ABILITY TO: Plan, organize and direct the work of staff; investigate problems, analyze administrative policies and procedures, and institute solutions; interpret and apply laws, regulations and policies; develop and implement innovative economic development programs and projects; maintain cooperative relationships with a variety of public and private citizens, organizations and businesses, commissions/committees, County staff, architects, engineers, contractors, and various public officials; be effective in conflict situations requiring instructing, persuading and motivating people; coordinate project activities with management, elected officials, Board members, employees, and the public; evaluate program effectiveness; secure the willing cooperation of operating department officials and personnel in accepting and effecting sound management practices; analyze problems, generate and evaluate alternatives, reach practical conclusions, and devise workable solutions; interpret and apply legislative and administrative mandates and regulations; prepare recommendations and reports; communicate effectively in oral and written form to individuals and groups of various organizational and socio-economic levels; develop and evaluate design and construction standards and criteria; coordinate construction of capital projects through completion; understand, interpret, apply, and enforce codes, regulations, specifications, schedules, and contract provisions; perform calculations used in construction design and cost estimating; evaluate alternative energy conservation measures to determine priorities and select methods to meet County needs; estimate costs and time needed to implement energy saving changes; apply administrative and personnel management principles.



COMPENSATION & BENEFITS

The annual salary for the Assistant Director of Facilities Management is \$136,870 - \$241,896 annually. Placement within the salary range will be based on the selected candidate's experience and qualifications.

In addition to a competitive salary, the County offers an excellent benefits package that includes:

- **MEDICAL DENTAL INSURANCE:** A flexible benefit and premium subsidy totaling up to \$1,800 a month is provided toward the cost of medical and dental benefits. Vision is provided at no cost to the employee or eligible dependents.
- **RETIREMENT:** A retirement plan is offered through the California Public Employees' Retirement System (CalPERS) after a five-year vesting period. Benefit at age 62 is 2%* if the highest 36-month period of earnings times years of service. The employee contribution rate is 7.75%, subject to changes based on CalPERS actuarial variations.
 - Note: Reciprocity may exist with other public retirement systems in California, please see CalPERS actuarial valuations.
- **DEFERRED COMPENSATION:** Voluntary employee contribution with a choice between two 457 deferred compensation plan options.
 - 401(a) MONEY PURCHASE PLAN: County contribution of \$50 per pay period towards choice between two 401(a) plan providers.
- **ANNUAL LEAVE (Bi-Weekly Accrual):** 1-3 years = 8.92 hours, 4-9 years = 10.46 hours, 10 or more years= 12.00 hours
 - Additional information can be found on the County's Human Resources website page: www.rc-hr.com
 - Maximum Annual Leave accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.
- **HOLIDAYS:** Normally 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).
- **BASIC LIFE INSURANCE:** \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.
- **LONG-TERM DISABILITY (LTD):** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **POST RETIREMENT MEDICAL CONTRIBUTION:** A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution or applicable bargaining unit.



THE COUNTY

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. Riverside County is a great place to live, work, and play.

With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs.

The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County.

Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California.

Additionally, higher education facilities are abundant throughout the area, providing continuous educational opportunities for professional development.



THE COUNTY GOVERNMENT

County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves.

The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments.

The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 25,458 employees across over 40 departments and agencies. To learn more about the County of Riverside, go to: <https://rivco.org>.



RIVERSIDE COUNTY
BOARD OF SUPERVISORS

ABOUT FACILITIES MANAGEMENT

Mission Statement:

Facilities Management (FM) is committed to providing safe, comfortable, efficiently operated and aesthetically pleasing facilities for all county employees and the general public.

FM is comprised of nine separate divisions that support county departments and agencies occupying approximately 14.5 million square feet of county-owned and leased space. In accordance with Board Policy H-9, Management of Building Space, the Director of Facilities Management is the designated building official for county owned buildings and responsible for administering the countywide facilities management program and ensuring that county facilities are designed, constructed, operated, and maintained to standards established by the Board and in compliance with building code requirements and laws and statutes. The FM portfolio of professional services includes property acquisition, disposition, design and development of new construction, tenant improvements, space planning, energy management, custodial and maintenance services and the management and oversight of community centers, active parks, and the Riverside County Fair and National Date Festival and fairgrounds. Funding sources include internal service funds, general funds, and special revenue funds.

Administrative Division: Supporting the overall administrative needs of FM is the Administrative Division, which is responsible for budget planning and analysis, rate development, invoice processing, revenue recovery, project costing, personnel management, procurement, inventory and asset management, space planning and customer service.

Custodial Services Division: The Custodial Services Division (CSD) provides services to 4.3 million square feet of County occupied space and is committed to providing professional, comprehensive, and responsive custodial services to all county customers. The primary goal of Custodial Services is to provide a clean, safe, and sanitary environment for county employees, partner agencies, customers, visitors, and the public. CSD performs general custodial services and specialized cleaning such as window cleaning, carpet cleaning, floor stripping and waxing, and specialized COVID-19 disinfecting. Custodial Division also provides pest control services and a 24/7 Customer Service call center.



ABOUT FACILITIES MANAGEMENT (CONTINUED)

Maintenance Services Division: The Maintenance Services Division (MSD) maintains 8.1 million square feet of county-owned facilities and responds to facility emergencies 24 hours a day, 365 days a year. MSD performs approximately 57,600 preventive, predictive and corrective maintenance activities annually in 358 diverse buildings spanning the county's 7,200 square miles. The division successfully completes approximately 200 non-capital tenant improvement projects annually. The MSD portfolio is diverse, requiring broad regulatory and environmental compliance knowledge and implementation. Facilities Operations Managers oversee small to medium size projects to help expedite project delivery and are liaisons with customer departments.

Real Estate Division: The Real Estate Division (RE) pursues a wide variety of full-service real estate transactions including acquisitions, sales, leases, space and asset management, and public private partnership (P3) development on behalf of the county, its various departments, and partner public agencies. The RE Division oversees a portfolio of approximately 11.3 million square feet of county-owned space and approximately 3.2 million square feet of county leased space and manages over 400 lease agreements which include providing lease management and property management services.

Project Management Office: The Project Management Office (PMO) is responsible for overseeing the design, development, permitting, construction, and inspection of new facilities and tenant improvements to fulfill the needs of county departments in support of their mission. PMO oversees all phases of capital projects, from inception to completion, and ensures that all services are provided within Board of Supervisors approved scope, schedule and budget, and in accordance with Board policies, code requirements, applicable laws and statutes.

Energy Division: The Energy Division is responsible for promoting and delivering smart, cost-effective renewable, sustainable, energy-efficient solutions in utilities such as water, natural gas, and electrical power resources for Riverside County departments.

The Energy Division, utilizes technology, industry innovations, best-practices, energy conservation and opportunity measures, with renewable energy systems to reduce energy costs and usage. The division analyzes, manages, and processes all utility accounts for over 40 county departments. The division also manages over 12.5 megawatts of solar-array, 70 Electrical Vehicle (EV) charging stations and works at developing energy-efficiency projects within the county.

Parking Services Division: The Parking Services Division is responsible for the operation and patrol of county-owned and leased parking structures and surface lots countywide. The Division's goal is to streamline its operations and is in the process of pursuing automated parking systems and methods that would provide greater efficiency and substantially reduce operating cost.

Community & Recreation Centers Division: FM began managing the Riverside County Fair and National Date Festival and the Fairgrounds in Indio in 2021. FM also manages several community centers including Mead Valley, Moses Schaffer, James Venable, Norton Younglove, Roy Wilson and Lakeland Village centers. FM works with private operators to run and manage the fair and fairgrounds, community centers and active parks and park properties including the Cove Waterpark, DropZone Waterpark, Big League Dreams Perris and Big League Dreams Jurupa Valley (multi-field ballparks). These vibrant community centers and active parks are located throughout the county and provide services and recreational activities that benefit the residents, businesses, and the communities served. The programming and services provided to the community and residents of this county are delivered through a public/private partnership approach and reflect the active engagement by the county to partner with the community and the private sector to provide quality services, programs, and activities for the benefit of families and residents of Riverside County.

Mission Statement: Facilities Management (FM) is committed to providing safe, comfortable, efficiently operated and aesthetically pleasing facilities for all county employees and the general public.

APPLICATION PROCEDURE

The position will remain posted until filled. The initial review of applications will occur on April 7, 2025.

To be considered, please electronically submit your application, including resume via Government Jobs or clicking [here](#).

Resumes should reflect related work experience as well as details of years and months of positions held. For questions regarding this recruitment, please contact: Vanessa Diaz Beird at vdbeird@rivco.org or Edgar Chavez at edgarchavez@rivco.org.

Applications will be screened based on criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

