

COUNTY OF SANTA CRUZ

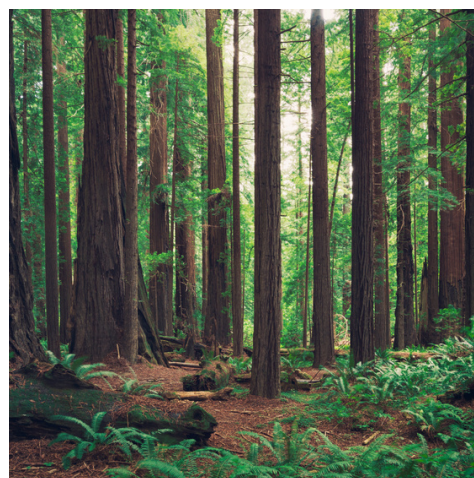
CAPITAL IMPROVEMENT PROGRAM MANAGER

Promotional Only

Salary: \$122,949 – 164,341 Annually

Final Filing Date: Monday, September 14, 2026

To apply, go directly to: www.santacruzcountyjobs.com



County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion. Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.



ABOUT THE POSITION

Under general direction, the Capital Improvement Program Manager plans, organizes, directs, and coordinates all activities related to the design, financing, and construction of the Capital Projects Division; and performs related work as required.

This class manages the operations of the Capital Projects Division. Incumbents are accountable and responsible for overseeing the conceptual design and implementation of projects, coordinating with technical design staff during project design, directing the public involvement process for projects, overseeing project budgets, and coordinating construction, where appropriate.

SUMMARY OF QUALIFICATIONS

Any combination of training and experience would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Four years of progressively responsible work experience with capital, construction, or engineering project management.

SPECIAL REQUIREMENTS: Possession of a valid California Class C Driver License or the employee must be able to provide suitable transportation which is approved by the appointing authority.

To see the full job specification, including knowledge and abilities, please click below:

<https://www.jobapscloud.com/SCRUZ/specs/classspecdisplay.asp?ClassNumber=US7>



HOW TO APPLY

Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Briefly describe your experience managing capital improvement projects and programs. Include the types of projects and programs managed, the role you played in overseeing the projects and programs, the types of organizations you worked in and with, other technical staff you worked with in your project management role, and your supervisory experience.

HIGHLIGHTED BENEFIT OFFERINGS

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS to offer a range of medical plans. For most of these plans, the County covers the majority of the premiums for employees and eligible dependents.

DENTAL PLAN – Depending on the plan, the County may cover the cost of employee and eligible dependent coverage.

VISION PLAN – The County covers the cost of employee coverage, and the employee has the option to purchase coverage for eligible dependents.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees paying a County medical premium may choose to participate in this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.