



***Hunterdon County Department of Planning and Land Use  
Vacancy: Division Head / Project Manager  
Full Time: 40 Hours per Week  
Salary Commensurate with Experience***

**General Functions:** Under general direction, manages and provides administrative oversight of all department capital projects and facilities; directs and coordinates all activities related to short and long-term capital development strategy and planning; collaborates with Administrative and Department Head staff on acquisition, renovation, or construction of existing or new facilities; serves as liaison to the County Administrator's Office and Public Works on capital projects and performs related work as required.

**Credentials/Abilities:** Ideal candidate will Conceptualize, prioritize, and organize tasks and objectives to meet deadlines, and shift priorities when needs change. Gather data and analyze complex administrative problems and recommend effective solutions. Work independently on capital development and space planning issues, particularly in relation to programming and financial feasibility. Supervise the work of others.

**Requirements:**

**Education:** Possession of a bachelor's degree from an accredited college or university with a major in architecture, engineering, construction/project management, facilities management, or related field. Bachelor's degree requirement may be waived if sufficient professional experience exists – i.e. a construction project manager with 20 plus years in the field.

**Experience:** Five (5) years of full-time experience developing and managing difficult and complex capital projects (>\$10M), in either a government agency or private companies. At least three (3) years of the above experience must have included supervisory responsibility.

**Scope of Responsibilities/Duties:**

1. Directs and oversees short and long-term capital projects and facilities management strategy for the department
2. Advises the County Administrator and Deputy County Administrator on capital facilities strategies based on operational needs, goals and objectives.
3. Plans and manages capital projects

4. Manages capital project budgets, ensuring compliance with building code, health, safety, and environmental regulations.
5. Reviews capital projects requests for feasibility and determines project requirements, space needs, options and cost estimates and makes recommendations to the County Administrator and Deputy County Administrator
6. Coordinates with capital projects and facilities staff to support collaboration and standard work across operational areas, and to develop shared departmental capital priorities.
7. Directs and prepares the submission and management of grants and other outside funding sources for capital projects as they become available
8. Directs, develops, maintains and manages the County's master plan for space utilization and related staff relocation activities.
9. Works with the County's Administrator's Office, Public Works Department, project consultants, and other Departments as appropriate in directing the development, coordination, and implementation of capital projects for the department.
10. In close coordination with the Office of the County Administrator, Public Works Department and Facilities Division, ensures countywide building, energy and sustainability practices are incorporated into the design and operation of County facilities.
11. Develops and implements sustainability strategies to reduce the environmental impact of facilities. This includes ensuring compliance with LEED (Leadership in Energy and Environmental Design) standards, and promoting energy efficiency, waste reduction, and water conservation practices.
12. Regularly evaluates and reports on the facility's sustainability performance and identify opportunities for continuous improvement.
13. Serves a building code resource for the County
14. Has an understanding of the NJ Uniform Construction Code and all related building Codes and Standards
15. Supervises capital projects.
16. Organizes, prepares meeting agendas and minutes for the Facilities Committee.

Hunterdon County offers excellent health and dental benefits, paid leave, paid holidays, and participation in the New Jersey State Retirement Systems.

**To Apply:** Please submit a County Employment Application and include a Resume & Cover Letter:

<https://www.co.hunterdon.nj.us/DocumentCenter/View/389/County-of-Hunterdon-Application-for-Employment-PDF>

**Send to:** Hunterdon County Human Resources via email [personnel@co.hunterdon.nj.us](mailto:personnel@co.hunterdon.nj.us) or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822

***\*This position is covered by the New Jersey Civil Service Commission and all initial appointments are noncompetitive, examined via a 90-day working test period.***