



PALM BEACH COUNTY, FL  
INVITES YOUR INTEREST IN THE POSITION OF  
**DIRECTOR OF CAPITAL IMPROVEMENTS**

*"When we build, let us think we build forever." John Ruskin*

## THE COMMUNITY

*"You are pure potential."*

Located on the beautiful southeast coast of Florida, Palm Beach County is one of the largest of Florida's 67 counties by area and the third largest by population. As part of Florida's prestigious Gold Coast, Palm Beach County is bordered on the east by the Atlantic Ocean and has 45 miles of shoreline.

The region is a haven for outdoor enthusiasts with many wildlife refuges and natural areas. In addition to its pristine beaches, the County has over 8,000 acres of parkland to discover and explore. Sports, fitness, environmental, and cultural opportunities abound, as well as restful places for solitude. County-owned amenities include beaches, golf courses, water parks, dog parks, civic centers, equestrian parks, amphitheaters, several marinas, over 85 parks, walking/hiking trails, museums, and a wide variety of other facilities. The County is home to two, two-team baseball spring training facilities utilized by the Houston Astros, Washington Nationals, Miami Marlins, and the St. Louis Cardinals.

Palm Beach County has the 11th largest school district in the nation, including several top-ranked high schools. The area offers several magnet schools and many private school options. Higher educational institutions within the County include five universities and a State College.

## THE ORGANIZATION

*"Dare to be Remarkable." (Jane Gentry)*

The Board of County Commissioners (Board) adopts ordinances and resolutions to establish programs that protect and maintain the health, safety, and welfare of County residents. The Board has seven members, each representing a single-member district, and are elected to a four-year term by voters in the district in which they reside. The Board appoints the County Administrator who serves as the Chief Executive Officer. The County Administrator is a long-term County employee and appoints the Director, Facilities Development & Operations (FD&O). The Director of FD&O reports directly to the County Administrator.

## THE DEPARTMENT

*"What would you attempt to do if you knew you could not fail?"*

The mission of FD&O is to complete development projects and undertake operations which meet the



highest quality test in both the short and long term; to define quality as cost effectiveness and operational appropriateness when measured by the public, the user, and the community; to use each individual's experience and knowledge to create high-performance teams; and to know, and have recognized by others, that the pursuit and achievement of this Department's goal is critical to the users achieving their goals.

FD&O services are provided to the Board and its departments, Constitutional Officers, Palm Beach County Sheriff's Office, and the 15th Judicial Circuit Court. FD&O consists of 410 employees, covering seven asset management disciplines, using a customer-driven, team approach to perform "the behind the scenes work" which allows the public service departments to provide high-quality programs and services. The divisions are:

- Capital Improvements (facility planning, design, construction, renovation, and demolition);
- Strategic Planning (master development & service planning, fiscal, regulatory, art in public places);
- Business Operations (procurement, stores, interlocal agreements and public/private initiatives);
- Property and Real Estate Management (land acquisition, pre-development, leasing, and disposal);
- Facilities Management (maintenance, condition assessment, and parking);
- Electronic Services & Security (audio/video, access, public safety radio, fire alarm, and security personnel); and
- Fleet (vehicle and equipment acquisition and maintenance, and fuel supply management).

The employees of the Department are talented, dedicated and uniquely qualified in their areas of expertise. The Department is especially proud of the number of municipalities, state and federal agencies that choose FD&O to be their service provider.

What is unique and interesting is:

- the County is committed to quality construction which stands the test of time functionally, operability and in terms of life cycle costing;
- the public services and resulting facilities are very diverse in size and type exposing the Director to one-of-a-kind opportunities in public sector specialty buildings and public/private initiatives;
- FD&O has authority to solicit and manage all aspects

- of the procurement for design and construction projects; and
- the CID Director has the primary day-to-day role of ensuring the integrity of the design and construction selection/procurement process and for contracts awarded pursuant to the FD&O Director's authority.

## THE POSITION

*"We shape our buildings; thereafter they shape us."  
(Winston Churchill)*

The Director of Capital Improvements reports to the Director of FD&O and provides leadership for the Capital Improvements Division (CID). The Director is responsible for managing the design and construction of County facilities (Parks, Fire Stations, Libraries, Judicial, Detention, and general administrative offices) within Palm Beach County, except for airports, roadways, environmental preserves, and water utilities plant projects.

The Director manages a staff of 24 including 17 Project Managers. In addition to general administrative duties such as annual budgeting, personnel performance, and preparing reviews and updates of contracting, design and construction related policies and procedures that affect the Division, the Division/Director has responsibility for preparation of programming, studies, budgeting, design, and construction of facility projects countywide. The Director has overall responsibility for the success of the capital improvements program and satisfaction of its customers and therefore coordinates, manages, and monitors the progress of all projects and programs at all stages of development to ensure timely/efficient/cost effective projects including ensuring that project schedules, cost, and overall quality performance objectives are met across a diverse range of projects. The Division's CIP budget is in excess of \$100M annually, consisting of hundreds of new construction, renewal/replacement and building maintenance projects of all sizes and complexities.

As all design and construction work is provided by outside consultants and contractors, the Director ensures projects and all work conforms to County regulations and standards and meets the requirements of the user department.

The Director takes the lead in the selection, hiring, and development of contracts with consulting firms with expertise in their particular field of architecture and/or engineering in order to provide CID with the services necessary for the design and construction

administration of its projects. The Director produces requests for proposals for both design and construction services and evaluates proposals and negotiates fees and contracts with all outside consultants and contractors.

The Director plans, prioritizes, and directs project management activities of the various design and construction activities through the assignment of projects to Project Managers who manage the work of consultants and contractors including satisfaction of the user programming requirements of the particular project and budget, schedule, permitting requirements and compliance with County policies, procedures, design and construction standards, regulations and codes.



The Director will review design plans, specifications, and bidding requirements prior to public bidding, bids, and other procurements prior to recommending their approvals. Construction contracts, change orders, and closeouts are reviewed and approved by the Director. After decreased property tax revenues during the last seven years, a recently approved sales surtax will inject approximately \$500M over a ten-year period to finance renewal and replacement of existing capital assets (in addition to regularly scheduled projects). The new Director will need to absorb the County's procurement policies and practices rapidly and secure design professionals and construction contractors necessary to perform the work. As other government entities are also proceeding with larger capital improvement project budgets as part of their share of the new surtax, it will be important to generate interest in the County's projects in order to maintain our schedule and receive competitive pricing. Also important will be to maintain quality design services and contract management of the increased workload. Of utmost importance will be the continuity of operations during the project work.

## THE SUCCESSFUL CANDIDATE

*"Be the change you wish to see in the world." Gandhi*

The successful candidate will have a balanced blend of senior management/leadership abilities and strong technical expertise, along with experience working in an innovative, collegial, team-oriented environment. Must have a collaborative, team-oriented management style; inspire individual and organizational excellence; and be ethical, fair, accountable, and transparent. The selected candidate will have exceptional decision-making abilities, as well as strong interpersonal and communication skills. In addition, the Director will be

diplomatic, politically aware, and able to work effectively with the Department's many internal/external partners. Must be detail-oriented, open-minded, and solutions-oriented. Candidates must possess a Bachelor's degree in Architecture, Engineering, Construction Management, or a similar field. Additionally, candidates must have at least eight (8) years of progressively responsible project management experience involving public works projects and facilities, including three (3) years of direct supervision of professional, technical and support staff in all areas of project management, from design to construction. The selected candidate will have extensive knowledge of and experience in project management for a variety of capital projects and facility upgrades. Must have experience in budgeting, negotiating, strategic planning, and community relations. Candidates should have experience with state or local government (i.e., counties or municipalities) from either the public and/or private perspective. Familiarity with local building codes and Florida Sunshine/Open Records laws is beneficial. The finalist will be subject to a detailed Criminal Justice Information Services (CJIS) background check. Registration as a Professional Architect or Engineer in the State of Florida is required within eleven (11) months of appointment. The current Director is retiring after serving in the position for almost 20 years, and it is anticipated that his retirement date will provide an approximate four (4) month overlap with the new Director.



## APPLICATION/SELECTION PROCESS

If interested in applying for this outstanding opportunity, please visit our website at [www.srnsearch.com](http://www.srnsearch.com) to apply online. Résumé review will begin November 6, 2017; the position is open until filled. Résumés will be screened according to the qualifications outlined above. The most qualified applicants will be invited to screening interviews with S. Renée Narloch & Associates. A select group of candidates will then be asked to provide references upon determination that they may be recommended as finalists; references will be contacted only following candidate approval. Final interviews will be held with Palm Beach County. Candidates will be advised of the status of the recruitment following the selection of the Director of Capital Improvements. Palm Beach County is an EO/AA Employer M/F/D/V; (DFWP). The County is a Veterans Preference and E-Verify employer. All employees of Palm Beach County may be required to work before, during and/or after a natural or manmade disaster or hurricane. To learn more about Palm Beach County, visit: <http://www.pbcgov.com>. See [www.pbcgov.com/fdo](http://www.pbcgov.com/fdo) for detailed information on the FD&O department.

**IN ACCORDANCE WITH FLORIDA'S BROAD PUBLIC RECORDS/SUNSHINE LAWS, EMPLOYMENT APPLICATIONS AND RÉSUMÉS ARE SUBJECT TO PUBLIC DISCLOSURE.**

Questions regarding recruitment may be directed to:

**Ms. S. Renée Narloch, President**  
**S. Renée Narloch & Associates**

**[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000 | [srnsearch.com](http://srnsearch.com)**

## COMPENSATION

The salary for this position is open and dependent upon qualifications. Starting salary will be based upon the knowledge, skills, and experience of the individual selected. In addition, the County offers an excellent benefits package, including travel reimbursement for interviews per PBC Countywide Policy CW-F-011, relocation reimbursement assistance per PBC Countywide Policy CW-F-012, medical, dental and life insurance as well as Vacation, Sick and Paid Parental leave and participation in the Florida Retirement System. The State of Florida does not have a state income tax.



2910 Kerry Forest Pkwy D4-242, Tallahassee, FL 32309

P 850.391.0000 | F 850.391.0002

1102 S. Austin Ave 110-296, Georgetown, TX 78626

P 512.843.5439 | F 850.391.0002

[www.srnsearch.com](http://www.srnsearch.com) | [info@srnsearch.com](mailto:info@srnsearch.com)