

Market Range Detail - Facilities Planning Division Manager

Effective Date

February 20, 2012

Market Range Title Description

This single incumbent market range title is responsible for managing the daily administrative and operational activities of the Planning Division in the Facilities Management Department that provides planning, programming and overall support to other department divisions and the County related to space allocations and planning efforts. Work is accomplished through a staff of Facilities Planners and support staff. Incumbents are responsible for the development and supervision of supervisory and/or professional staff including hiring, training, and performance management. Work is performed under the direction of the Facilities Capital Project & Planning Division Director.

Primary responsibilities include: coordinating and directing the planning and programming of capital and major maintenance projects for County departments considering project goals, constraints and the extent of the County's financial and legal obligations; reviewing, coordinating and approving input from County departments and approving changes in project scope as necessary; developing long and short range construction plans/programs ensuring that resources are utilized effectively; reviewing, coordinating and approving input from County departments and approves changes in scope as appropriate; overseeing the development, annual update and successful implementation of the planning and design of short and long-range strategic plans; participating in the development of policies and procedures and ensuring compliance; determining objectives and setting project priorities and completion timelines; developing and managing the division budget; assuring compliance with County, State and Federal regulations; reviewing, proposing and writing operational policies and procedures.

This market range title is differentiated from the Facilities Capital and Planning Division Director in that the former is responsible for the management of the division's daily administrative and operational functions under the direction of the Facilities Capital and Planning Division Director.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$37.57	\$46.21	\$54.84

Likely Minimum Qualifications

- Bachelor's degree in Architecture, Planning or related field.
- Six years of capital planning experience and administration including three years of related supervisory or 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 substitution for the minimum qualifications.

Working Titles

- Planning Division Manager

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.