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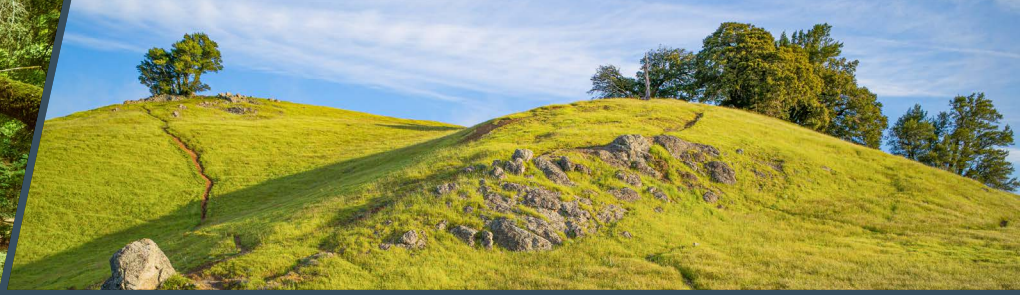
CAPITAL IMPROVEMENT PROGRAM MANAGER

COUNTY OF MARIN | SAN RAFAEL, CALIFORNIA

ANNUAL SALARY: \$137,529.60–\$165,713.60 DOE/DOQ



THE COUNTY OF MARIN, CALIFORNIA, is seeking an adaptable and collaborative **Capital Improvement Program Manager (CIP)** to lead and coordinate capital planning efforts across the entire organization. This is a unique opportunity to oversee approximately \$500 million in capital improvement projects over the next five years while advancing a more unified, strategic, and transparent approach to capital investment. Operating at an enterprise level, the CIP Manager partners with departments Countywide to align priorities, strengthen processes, and support the successful delivery of infrastructure and facility projects that serve communities throughout Marin County. The ideal candidate brings experience in capital planning, budgeting, and program coordination, along with strong communication and relationship-building skills to work effectively across departments, navigate competing priorities, and support informed decision-making. ***Lead enterprise-wide capital planning, build alignment, and deliver meaningful impact; apply today!***



DISCOVER MARIN COUNTY

MARIN COUNTY, LOCATED JUST **NORTH** of San Francisco across the iconic Golden Gate Bridge, offers a temperate and picturesque retreat from the urban pace of the Bay Area. Home to approximately 257,000 residents across 520 square miles, the county boasts a diverse economy and an exceptional quality of life. Outdoor enthusiasts can explore the trails of Mount Tamalpais State Park, bike along the scenic Marin Headlands, or enjoy water activities like kayaking and paddleboarding. Thriving agritourism adds to the region's appeal, with family-friendly farm visits and the vineyards of Napa and Sonoma just a short drive away. Take advantage of dining and entertainment opportunities in one of the world's most spectacular metropolitan areas, while enjoying stunning natural beauty and a quieter pace. Marin County is the perfect place to live, work, and play.

THE COUNTY

THE COUNTY OF MARIN IS A GENERAL LAW COUNTY governed by a five-member Board of Supervisors, each representing one of five districts. The County employs approximately 2,500 employees across 22 departments. Equity is one of the **core values** of the County of Marin, and employees at all levels are committed to ensuring an anti-racist, multicultural workforce that prioritizes accountability, transformational change, and community engagement. The County has a long history of sound fiscal management throughout strong and weak economic periods; the organization's \$866 million FY 2025/2026 budget is balanced, structurally sound, and focused on addressing top community priorities while remaining fiscally sustainable.



[LEARN MORE ABOUT THE COUNTY](#)

[VIEW THE COUNTY'S BUDGET](#)



THE DEPARTMENT

THE PUBLIC WORKS DEPARTMENT IS COMPOSED OF MORE THAN 250 dedicated professionals and is responsible for a broad range of essential services, including roadway and facilities maintenance, watershed management and flood control, waste management franchises, radio tower and communications systems, infrastructure and facilities capital projects, printing services, operations at Gnos Field Airport, and a variety of general government and special district administrative functions. Guided by its mission to provide high-quality services, maintain and enhance public infrastructure, and protect Marin's natural resources, the Department prioritizes innovation, technology integration, sustainability, and continuous process improvement to strengthen service delivery and operational efficiency for the community.

SEE THE
DEPARTMENT'S
BUDGET &
STRUCTURE

LEARN
MORE
ABOUT THE
DEPARTMENT



THE POSITION

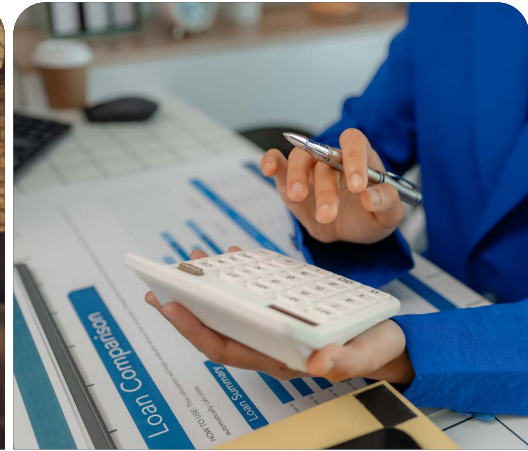
THE CAPITAL IMPROVEMENT PROGRAM MANAGER (CIP) leads the planning, development, and ongoing management of Marin County's Countywide Capital Improvement Program. Reporting to the Director and Assistant Director of Public Works, this role operates across the full organization to coordinate capital planning and investment activities among departments including parks, health and human services, public safety, and civic center operations. Serving as a central point of connection, the CIP Manager brings together planning, budgeting, financing, prioritization, and delivery to ensure capital investments are aligned with Countywide goals. While based in the Department of Public Works, the position functions at an enterprise level, helping departments move from independent project planning toward a more coordinated and consistent approach. The role is expected to guide a five-year capital program of approximately \$500 million and may supervise a staff member or analyst supporting CIP efforts.

Key Responsibilities Include:

- Leading the development and annual update of the County's Five-Year Capital Improvement Program
- Facilitating a cross-departmental CIP steering committee, who guide project evaluation, prioritization, and recommendations for County leadership and the Board of Supervisors
- Providing financial oversight of capital projects across departments, including funding strategies, expenditures, and long-term forecasting
- Coordinating and integrating CIP efforts across multiple departments and divisions, ensuring alignment between planning, engineering, construction, and budgeting functions
- Developing and implementing standardized processes, tools, and governance frameworks to improve consistency and transparency across the County's capital program
- Preparing and presenting reports and recommendations to executive leadership, elected officials, and stakeholders
- Monitoring compliance with funding, regulatory, and reporting requirements across capital projects

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE IS A COLLABORATIVE, PROACTIVE PROFESSIONAL with experience in public sector capital planning, budgeting, and program management. They bring a strong understanding of contract coordination and capital project tracking, along with the ability to step confidently into a complex organization, build relationships, and work effectively across departments throughout the County. An excellent communicator, this individual engages diverse stakeholders and navigates competing priorities related to project selection, timelines, and resource allocation. The successful candidate is flexible and solutions oriented, able to adapt to evolving needs, think strategically, and make effective use of available resources while maintaining strong fiscal discipline. They are motivated, engaged, and eager to learn, with a hands on and independent approach, and a commitment to advancing thoughtful, coordinated capital planning that supports the County as a whole.



The ideal candidate will demonstrate the following core competencies...

Financial Acumen: Demonstrates strong understanding of capital budgeting, funding strategies, and financial tracking to effectively manage and oversee a multi-year CIP program.

Communication: Clearly conveys complex information to diverse audiences, facilitating collaboration across departments and effectively supporting decision-making at all levels.

Results Orientation: Focuses on delivering high-quality outcomes by driving progress, maintaining accountability, and ensuring capital projects and program goals stay on track.

Customer Orientation: Provides responsive, service-focused support to internal departments and stakeholders, balancing needs and priorities to advance Countywide capital initiatives.



MINIMUM QUALIFICATIONS

Any combination of education, training and experience that provides the required knowledge and abilities. A typical way to qualify is:

Education: Bachelor's degree from an accredited college or university with major coursework in finance, business administration, public administration, engineering, construction management, planning, or a related field.

Experience: Five (5) years of increasingly responsible experience in municipal or public-sector budgeting, capital project management, or public finance or a related field.

UPCOMING PROJECTS

THE COUNTY OF MARIN IS ADVANCING a comprehensive, Countywide approach to capital planning through the development of its Five-Year Capital Improvement Program (CIP). This effort represents a key opportunity to strengthen coordination across departments, enhance long-range planning, and ensure capital investments are aligned with the County's strategic priorities. As this work moves forward, the Capital Improvement Program Manager will shape processes, build alignment, and support the delivery of impactful projects that serve communities across the County.

SALARY+BENEFITS

This position will receive an annual salary of **\$137,529.60 – \$165,713.60 DOE/DOQ**, **PLUS** an attractive benefits package that includes:

Retirement: A defined benefit retirement plan governed by the County Employees Retirement Law of 1937 (CERL), which can be reciprocal with other retirement systems. **For more information, click here.**

CLICK
LINK

Medical, Dental, & Vision Insurance: Cafeteria-style health and welfare benefit plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans. **Click for more information about benefits.**

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Social Security: The County does not participate in Social Security except for a mandatory Medicare contribution.

Vacation: Starting at 15 days per year and increases through years of service.

Sick Leave: Up to 12 days per year.

Deferred Compensation 457 Plan

Management Leave: 40 hours per fiscal year.

Holidays: 12 paid holidays plus two floating holiday per fiscal year.

Relocation Assistance: Available on a case-by-case basis and subject to approval.

Hybrid Work Schedule: Up to two days per week remote after successful onboarding and subject to approval.

[VIEW FULL BENEFITS INFORMATION](#)

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HOW TO APPLY

For first consideration, apply by **MAY 22** at:

WBCP JOB BOARD

CLICK
BUTTON

SAVE THE DATES. Round one virtual interviews will take place on **JUNE 4**. Finalists will move forward to round two in-person interviews on **JUNE 12**. *Selected candidates must be available for both dates.*

QUESTIONS? Please contact your recruiter, Levi Kuhlman, with any inquiries: levi@wbcpinc.com **541.664.0376** direct | **866.929.9227** toll-free

