



**DIRECTOR OF PROJECT AND  
FACILITIES MANAGEMENT  
SAN BERNARDINO COUNTY, CA**

Recruitment Services Provided By





## The County

Located in the heart of Southern California, San Bernardino County thrives on the diversity of our communities that offer families affordable housing with access to excellent schools, and community resources, including libraries, parks, hospitals, and international airports. The County provides a safe, clean, and healthy environment with access to a variety of business and shopping opportunities, as well as cultural and educational enrichment opportunities through museums, theater, and higher education, including California State University, San Bernardino, University of Redlands, and Loma Linda University.

The County encompasses over 20,160 square miles of diverse geography and climate that includes snowcapped mountains, flowering deserts, pristine valleys, and lakes. The County's prime location allows for easy access to Southern California's premier beaches, resort destinations, and major metropolitan centers. The County has a population of over two million residents and is comprised of 24 incorporated cities and towns.

The County is the largest county in the contiguous United States by area, has 20,000+ full time employees and manages an annual budget of approximately \$9.7 billion. It is comprised of 42 departments and agencies, which are staffed by dedicated public service professionals who provide a wide range of vital services. The County's organizational culture is defined by four pillars: value, innovation, service, and vision.

The County is governed by a full time, five-member Board of Supervisors, who, working through the Chief Executive Officer, Luther Snoke, the County Administrative Office, and a workforce of dedicated public service employees, are committed to sustaining a vision of a "complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play."

# The Department

The mission of the Project and Facilities Management Department (PFMD) is: We help the County reach its full potential by providing a safe, clean and well-maintained physical environment for employees and the public who visit County-owned facilities through delivery of first-class construction, maintenance and custodial services.

The Project and Facilities Management Department is responsible for building and maintaining over 200 plus County building and facilities. In many communities, members of the public frequently utilize County buildings to conduct business, receive services and recreate. In order to provide such services, the Department is comprised of two main divisions, Project Management and Facilities Management (FM).

The Project Management Division undertakes all capital improvement projects, including new construction and rehabilitation of buildings, parking lots, and surrounding infrastructure. The Project Management team provides all feasibility/estimating, design, construction, inspection, and commissioning services for most County-owned facilities. Projects range from horizontal to vertical construction, including unique projects such as the County's Park & Recreation facilities, new Valley Communications Center, law enforcement agencies, and the County's Arrowhead Regional Medical Center.

FM's focus is on asset protection. FM provides routine maintenance, grounds, and custodial services to ensure County facilities are well maintained, including 24 hours per day – seven days per week emergency building maintenance. Services also include repairing building structures, equipment, and fixtures. FM is also responsible for minor capital improvement projects and minor remodel projects to support the County employees' work sites. Using data and support systems, it maintains the County's valuable facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

By the end of 2028, PFMD will:

- Emulate the efficiency, accountability, and budget-conscious standards demonstrated by top-performing organizations, ensuring every choice reflects responsible financial stewardship.
- Exceed customer expectations by aligning their expectations with its action while prioritizing responsiveness, ownership, and timeliness.
- Cultivate a collaborative and inclusive culture that values diversity of thought, mentorship, honesty, and respect as the foundation for creativity and progress.
- Foster empowerment and professional growth, ensuring every team member has the tools, voice, and confidence to lead with integrity and contribute meaningfully to PFMD's mission.
- Demonstrate operational excellence through alignment with customer goals, smart resource management, and innovative use of technology.

The Department has approximately 240 employees. For more information, visit [PFMD](#).

# The Opportunity

San Bernardino County is seeking a Director of Project and Facilities Management to oversee a transformative era of growth for the largest county in the contiguous United States. With an anticipated project portfolio exceeding \$1 billion through 2029, this role offers the unique opportunity to lead large-scale civic developments that directly impact its community's future.

Responsibilities include:

- **Strategic Oversight:** Direct all day-to-day operations and administration for PFMD.
- **Executive Collaboration:** Work closely with Assistant Executive Officer, Deputy Executive Officer and the broader leadership team.
- **Portfolio Management:** Navigate a high-velocity environment focused on modernizing and maintaining the County's vast facilities.

Top areas of focus will be:

- **Cultural Transformation & Transparency:** Shift the organizational culture from one of problem-avoidance to a culture of proactive transparency. The Director will be expected to model open communication, ensuring that challenges are surfaced early and addressed collaboratively.
- **Operational Consistency:** Standardize project management processes across the 42 County departments. Bring "best-in-class" methodologies to a team that delivers results under a unified framework. Review the current organizational structure of the Department and make improvements where needed.
- **Defining New Customer Service & Approach:** In a high-stakes environment where multiple internal and external interests and departmental needs often collide, the Director must be the steady hand that balances the scales. The Director needs to "manage sideways"—engaging with other Department heads with maturity and a sense of humor, even when delivering difficult news. Cultivate a culture where staff are empowered to be direct and responsive, ensuring that every client department feels heard and valued, even when making tough, pragmatic recommendations necessary for the County's long-term success.
- **Leadership & Morale:** Build team morale through proactive "managing down," providing clear guidance, professional development, and mentorship, empower staff and foster a sense of accountability and pride.
- **Labor Relations & Performance:** Navigate a complex union environment to optimize human resources functions. This includes refining hiring practices, identifying high-potential internal talent, and decisively addressing underperformance.
- **Technological Modernization:** Oversee a massive digital shift, including the integration of AI components into project workflows and the implementation of advanced asset and customer service management systems for facilities.

The department's executive team is currently comprised of the director and three chief deputies.



## The Ideal Candidate

The ideal candidate is a high-integrity, “culture-first” leader who leads with humility and a “roll-up-your-sleeves” work ethic. This person is a seasoned professional who understands that the strength of the \$1B+ capital portfolio depends entirely on the strength and unity of the team delivering it. To successfully lead the relatively new department, the County seeks a Director who is not just a manager, but a visible advocate and mentor who works alongside staff to solve problems and build morale.

The selected candidate will be a master of “managing up, down, and sideways.” This person will possess the ability to navigate the complex interests of elected officials and diverse County clients, while remaining unflappable in demeanor and integrity - always focused on making the best recommendations for the County, regardless of external pressure. This candidate will be a pragmatic strategist who utilizes clear roadmaps to turn a “no” into a “when,” using persuasive communication and public speaking skills to build consensus.

The next Director of PFMD will have a reputation for transparency and top-tier ethics, particularly in contract management and vendor relations. They will not just tolerate diverse opinions but actively seek them out, knowing that a collaborative approach leads to stronger outcomes. This person will lead with empathy and maturity, remaining calm and collected under criticism while commanding respect through their actions and expertise.

The ideal candidate will be a natural motivator, committed to the long-term growth of the team. In addition to attracting top talent and, more importantly, developing and mentoring staff, the next Director will bridge the current divide between leadership and the front lines, fostering a unified, professional culture where staff feel heard, valued, and empowered to succeed. Lastly, the next Director will be a polished communicator whether conducting staff meetings, representing the Department in executive meetings or presenting to elected officials, the community and other stakeholders.



## Desired Education and Experience

Highly qualified candidates will have:

- A bachelor's degree in business or public administration, and four years of experience in project management and facilities management in the public sector. Experience must include three years of full-scope supervisory experience. The ideal candidate will exceed the experience in an economic development agency in a supervisory or managerial role.
- Professional certifications and licenses such as AIA from the American Institute of Architects or a PE by the Board for Professional Engineers, Land Surveyors, and Geologists is preferred. Additional certifications like PMP (Project Management Professional) or CCM (Certified Construction Manager) are also desired.
- Candidates should have significant knowledge in California public contract code, building codes, environmental regulations and engineering standards.
- Experience managing in a union environment is desired.

Comparable complex public sector experience is preferred, however, candidates from the public and private sector will be considered.



## Compensation

The base salary for the Director of Project and Facilities Management is up to \$235,913 annually. The County provides a wage differential of 4% above the base salary with a complementing modified leaves package and benefits (**Modified Benefits Option**), including the use of increased pay rate to calculate County contributions to RMT, 401(k), and 457(b) plans, leaves cash outs, and retirement contribution rates.

In addition to a competitive salary, San Bernardino County offers an excellent benefits package such as:

- Retirement Benefits – participation in the San Bernardino County Employees’ Retirement Association, 401k (with 2 for 1 match, up to 8% of the base salary) and 457(b) deferred compensation (with County contribution 1 times employee contribution, up to 1%), retirement medical trust (with County Contribution based on service hours).
- Medical and Dental Insurance for the employee and eligible family members with premium subsidies. County paid Vision Insurance for the employee and eligible family members. FSA pre-tax account for qualified health care expenses with up to \$40 County match per pay period.
- Leave Provisions – Vacation (80-160 hours per year with cash-out option), Administrative Leave (80 hours per year with cash-out option), Sick (3.69 hours per pay period), Holidays (14 plus 1 floating per year), Bereavement (3 days per occurrence), and Perfect Attendance Leave (Up to 16 hours).
- Additional Programs – Short & long-term disability, County paid basic term life insurance, Supplemental Term Life Insurance, AD&D Insurance, FSA, DCAP, 529 Savings Plan, Combined Giving, Commuter Services, Employee Discounts, Wellness Program, and Employee Assistance Program, Tuition Loan Repayment (up to \$10,000 for eligible loans).
- Mobile phone allowance
- Car allowance

More detailed **benefit information** is available.



## How to Apply

Please apply **on-line** by **April 27, 2026** at:

<https://www.alliancerc.com/>

For questions, inquiries or candidate recommendations, please contact:

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EEO/ADA: San Bernardino County is an **Equal Employment Opportunity (EEO)** and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

ADA Accommodation: If you have a disability and require accommodations in the testing process, submit the **Special Testing Accommodations Request Form** ([Download PDF reader](#)) within one week of a recruitment filing deadline.

Veterans' Preference: Eligible veterans and their spouse or widow(er) who are not current County employees may be awarded additional Veterans' Preference points.