

DEPT OF ADMINISTRATION

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CAPITAL OUTLAY PLANNER

DEPT OF ADMINISTRATION

Job Location:

Address: 1400 W. Washington Street, Suite B200, Phoenix, AZ 85007

This position is available for remote work within Arizona (including virtual office arrangements).

Posting Details:

Salary: Up to \$75,000

Grade: 23

Closing Date: Open Until Filled

Apply:

<https://www.azstatejobs.gov/jobs/capital-outlay-planner-remote-options-arizona-united-states-phoenix>

Job Summary:

The Arizona Department of Administration is actively recruiting for a Senior Capital Planner. The Senior Capital Planner's responsibilities include, but are not limited to; project programming and feasibility analysis, planning for capital and building renewal projects for the ADOA building system, budget forecasting and development, legislative submittals and reporting, policy and procedure formulation, maximization of capital and fiscal resources, real property asset management (State-owned and leased), space planning, development of the annual Capital Improvement Plan submitted to the Governor's Office, direction and management of

construction projects, Governmental Mall planning, real estate transactions, and oversight of the monuments and memorial program.

Job Duties:

-Collects, analyses, and maintains complex project data and information for current and deferred capital funding needs. Coordinates cost estimates, project budgets, the preparation and review of technical scope of work and scheduling with project managers and GSD Facilities Operations and Maintenance section.

-Assists with development of the annual building renewal project funding allocation plan, based upon component life cycles and facilities' conditions, for JCCR approval. Tracks project progress to ensure that allocated funds are encumbered and paid within any time constraints that the Legislature sets in the appropriation bill.

-Assists with the preparation of the annual ADOA Building System Capital Improvement Plan for submission to the Governor's Office.

-Manages and oversees multiple construction contracts; reviews plans and specs; negotiates various fee proposals; drafts and reviews requests for proposal (RFP) for outside professional services; develops and drafts scopes of work or RFPs for projects.

-Approves, monitors, and reconciles expenditures charged against existing construction contracts; drafts and presents various reports related to construction projects/expenditures; prepares monthly project reports for executive staff, the Legislature and other stakeholders.

-Develops, monitors, and revises/updates schedules for multiple construction activities; distributes project close-out documents (as built, Q&M Manuals, and warranty information); coordinates repair of items during warranty period and schedules and conducts 11-month post-construction warranty inspections.

-Assists in the developing policies, procedures, and guidelines for use within the group and externally with contractors to optimize the management of construction projects.

-Oversight of the State monuments and memorials program as well as Governmental Mall planning updates

Knowledge, Skills & Abilities (KSAs):

Knowledge of:

-Commercial construction practices and techniques

- Capital Outlay Planning and Budgeting
- Project management (planning/construction/closeout)
- Public purchasing and contracting
- Alternative construction project delivery methods
- Construction plans and specifications
- National and local building codes
- Commercial real estate knowledge
- Leasing, acquisitions, and asset management
- BOMA Standards
- Microsoft Excel/Access

Skilled in:

- Verbal communication
- Writing, analytical, and research
- Computer, technical and math
- Space Planning
- Developing and written policies and procedures
- Property leasing, acquisitions, and asset management
- Developing scopes of work
- Managing multiple projects simultaneously
- Schedule development/implementation
- Developing project budgets and budget controls
- Reading and interpreting blueprints and specifications

Ability to:

- Analyze complex issues, conduct research, and make logical and practical recommendations
- Communicate and write clearly and concisely
- Perform work of a detailed nature that requires creative thinking and the ability to work under pressure to meet deadlines
- Apply capital improvement planning processes, database concepts, facilities master planning, capital budgeting, construction project management, legislative processes, and space management database concepts
- Regularly travel to job sites, inspect and evaluate construction progress
- Effectively communicate with a wide variety of individuals
- Work independently as well as work as a contributing team member
- Manage multiple projects/priorities simultaneously
- Adapt to changing priorities
- Negotiate contracts

Relevant work includes facility master planning, facilities maintenance planning, construction project management (planning/construction/closeout), capital budgeting, strategic facilities planning, campus master planning, and urban planning or architecture. It is essential that this work include capital project evaluation and selection as well as the preparation of comprehensive written plans and reports.

Selective Preference(s):

-A bachelor's degree from an accredited college or university with this type of course work, or in a related area that provides the core knowledge is a minimum requirement. The relevant coursework is typically associated with degrees in urban planning, business or public administration, facilities planning, architecture, or construction management.

-Knowledge of Arizona budget and procurement processes and procedures; applicable federal, state and local laws and regulations for fire and life safety, ADA, building codes, etc.; database

management for building condition assessments, planned and deferred capital and building renewal projects, fiscal data analysis and reporting; commercial real estate, leasing, acquisitions, asset management and BOMA Standards.

Pre-Employment Requirements:

- Background and reference check, including a state and federal criminal records check
- Requires possession of and ability to retain a current, valid state-issued driver license appropriate to the assignment. Employees who drive on state business are subject to driver license record checks, required to maintain acceptable driving records and complete any required driver training (see Arizona Administrative Code R2-10-207.11).

Benefits:

The Arizona Department of Administration offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)

Retirement:

- Positions in this classification participate in the Arizona State Retirement System (ASRS).
- Please note, enrollment eligibility will become effective after 27 weeks of employment.

Contact Us:

If you have any questions please feel free to contact Caitlyn Pittman at caitlyn.pittman@azdoa.gov for assistance.