

**UNION COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION**

**Department:** Public Works  
**Job Title:** Facilities Planning and Project Director  
**Pay Grade:** A21  
**Salary Range:** \$64,461.30-\$90,510.41\*

**Position Overview**

The Facilities Planning and Project Director will carry out various administrative and management services for assigned facilities and departments as well as plan, organize, and direct execution of projects, and long-range planning for county assets. Reports to the County Supervisor.

**Essential Functions**

Fulfills, whether by performing or procuring, needs for various services in assigned facilities.

Identifies needs, makes recommendations for, and facilitates the procurement of equipment.

Coordinates and/or performs space-use analysis, inventory, and similar assessments for facilities.

Collaborates with other departments and staff to draft and execute budgets for assigned projects.

Coordinates and manages all aspects of assigned projects to ensure timely completion within available budget.

Attends planning and development meetings and other events involving business operations on behalf of the County Supervisor, as needed.

Acts as liaison with architects, engineers, and consultants on behalf of the county in planning, construction, and renovation projects.

Assist in evaluating facilities for safety, ADA, and operation compliance.

Manages training program for assigned staff.

Performs other related duties as assigned

### **Supervisory Responsibilities**

Plans, coordinates and supervises various staff and teams to ensure collaborative projects are completed in a timely and satisfactory manner.

### **Qualifications**

#### **Education and or Experience:**

Bachelor's Degree in related field with a minimum of 4-6 years' experience in an upper-level management position, or Associates or Technical Degree in related field with a minimum of 8-10 years' upper-level management experience.

#### **Other Requirements**

Successful completion of all required pre-employment screening.

#### **Knowledge, Skills, and Abilities**

Excellent verbal and written communication skills.

Excellent organizational skills, with proven attention to detail.

Understanding of office management and institutional management practices and procedures.

Ability to create, understand, and implement a budget.

Proficient with computers and various software and office programs.

Ability to interpret and analyze complex financial data and reports.

Ability to plan, assign, review and supervise the work of others.

### **Working Conditions and Physical Demands**

Job is primarily performed in an office environment subject to occasional interruptions and high stress situations. Frequent use of office equipment and technology is required. Occasional travel may be required. Light to moderate lifting as needed.

**Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this description at any time without notice.**

\*Salary Range reflects minimum to maximum points; candidates are not hired in at the maximum point of the range.