



Position: Executive Director of Facilities, Planning, and Construction Management	Position Number:
Department/Site: Administrative Services	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Vice President of Administrative Services or assigned administrator	Salary Range: II

DEFINITION

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Facilities Department, including planning, designing, inspecting, cleaning, maintenance, and repair of buildings, facilities, grounds, and equipment; responsible for the leadership, administration, planning and organizational development of all capital projects, facilities, and maintenance operations. Provides overall policy development for buildings and grounds operations, as well as oversight of capital construction and strategic planning for District facilities. Coordinates assigned activities with other District departments, staff, and outside agencies; provides highly responsible and complex professional assistance to the Vice President of Administrative Services in areas of expertise; supervises and evaluates the performance of assigned personnel; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President of Administrative Services. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a management classification that plans, oversees, and participates in all activities of the Facilities Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This classification is responsible for the leadership, administration, planning and organizational development of all capital projects, facilities, and maintenance operations. Provides overall policy development for buildings and grounds operations, as well as oversight of capital construction and strategic planning for District facilities. This class provides assistance to the Vice President of Administrative Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering district goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Assumes management responsibility for all Facilities Department programs, services, and activities, including the planning, design, inspection, cleaning, construction, renovation, maintenance and repair of buildings, facilities, grounds and equipment; establishes and maintains departmental and project timelines and priorities; ensures related activities comply with established standards, requirements, laws, codes, rules, regulations, ordinances, and policies and procedures.
- Develops and implements goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.

- Develops, administers, and oversees the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Vice President of Administrative Services.
- Evaluates the need for and develops plans and schedules for long-term District maintenance programs; advises executive management on strategic facilities planning, facility use, and other matters; ensures the long-range facility plan remains consistent with goals, objectives, and overall strategic plan of the District; organizes available resources for the maintenance, improvement, and repair of District facilities and equipment; compiles estimates, contract provisions, and specifications.
- Reviews the design, materials, and process proposed in connection with new construction or major repairs for District facilities and improvements; prepares and/or reviews ordinances for consideration; recommends levels of service for utilities, streets, and drainage areas.
- Develops and implement performance standards for capital construction and facility improvements
- Oversees construction projects and real property development projects, and directs the planning, design, and remodeling of facilities.
- Leads pre-construction activities with user groups to ensure that new construction meets future needs of programs, including tours of other campuses and facilities, selection of architects, setting up town hall meetings to discuss program needs, and delivery of plan responsive to those needs.
- Provides project management for capital facilities projects for life of the project, including pre-construction activities through project delivery.
- Provides leadership to Citizen's Bond Oversight Committee; schedules meetings, prepares agendas, and prepares reports and newsletters as needed; maintains Citizen's Bond Oversight Committee website.
- Manages and administers building modification or construction contracts for District buildings and facilities from project definitions and requests for proposals through construction phase and warranty period.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Consults with architects, civil, structural, mechanical, and electrical engineers, as required, to coordinate the preparation of plans and specifications for new buildings and miscellaneous construction projects for construction and bidding purposes.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Advises, provides guidance, and prepares and delivers presentations on issues and programs pertaining to facilities planning and management.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of facilities planning and management and other programs and services as they relate to the area of assignment.
- Collaborates and communicates with other District departments and staff and community agencies to develop and implement effective facilities planning and management programs.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of fiscal management, strategic and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- District-wide operations and activities involved in the planning, design, inspection, cleaning, construction, renovation, maintenance, and repair of buildings, facilities, grounds, and equipment.
- Principles and practices of program development, management, and facilities long-term maintenance planning.
- Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, planning, construction, renovation, maintenance, and repair activities.
- Architectural and engineering plans and specifications.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Read and understand construction, engineering, and design documents.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.

- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, control and direct District-wide operations and activities involved in the planning, design, inspection, cleaning, construction, renovation, maintenance, and repair of buildings, facilities, grounds, and equipment.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, and regulatory organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand and appropriately apply scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- A bachelor’s degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Three (3) years management and/or administrative experience in construction management, facilities planning and management, or other field reasonably related to the appointment.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver’s License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. This classification also visits construction and renovation sites when capital projects are active. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.