

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

DIRECTOR, FACILITIES AND BOND PROGRAM (Funded by Measure B)

MANAGEMENT RESPONSIBILITY

The Director, Facilities and Bond Program is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his/her reporting authority and/or serving on District-wide administrative councils.

GENERAL DESCRIPTION

The Director, Facilities and Bond Program will report directly to the Vice Chancellor of Education Planning and Facilities. The Director will provide overall leadership to organize and administer a comprehensive site and facility planning program including new construction and modernization regardless of funding source. Funds for this position will come from local bonds and the State funded Capital Outlay Program. The Director will be responsible for the successful planning, programming, design and construction of District Facilities and will provide District leadership required to complete capital development programs. The position will plan and direct fiscal and human resources for the facilities planning and construction/reconstruction of all existing and proposed facilities.

DUTIES AND RESPONSIBILITIES

The Director may perform any of the following duties:

1. Develop facilities planning data to assist the Chancellor, Presidents and Board of Trustees in the development of new or modernized facilities;
2. Act in the capacity of District Director for the Bond Programs;
3. Prepare and coordinate the District Facilities Master Plan, Manage the District's Capital outlay Program and assume responsibility for the State required Five Year Construction Plan and the Facilities Space Inventory;
4. Coordinate the development of any Initial project Proposals and/or Final Project Proposals as determined by the District and as required by the State Chancellor's Office;

5. Serve as the responsible party to represent the District with Local, State and Federal agencies and with architects, engineers, technical and financial consultants, legal counsel, inspectors, and contractor representatives related to facilities planning approvals, funding, and construction;
6. Provide assistance to managers, faculty and staff on building and campus planning, including the development of educational specifications and equipment needs for facility projects and will coordinate the planning functions with the project architect;
7. Ensure that short and long-range facility and operations planning is performed in conjunction with all affected local, State and Federal agencies or organizations to ensure the District can accommodate growth in an orderly manner;
8. Manage facility projects, including oversight of plans and specifications, bid documents, contract awards, construction, change orders and contract completion acceptances;
9. Develop, implement, and manage the District's energy conservation program with emphasis on cost saving opportunities and application of new technologies;
10. Solicit proposals from architects for plans, estimates, and specifications, recommend architects for approval by the Vice Chancellor and provides for oversight of meetings with architects and facilities committees during project definition, programming and the design phase of capital outlay projects;
11. Provide management and oversight of all major capital construction projects. Serves as the primary liaison between the architect, construction manager, District Management and College staff to ensure that projects are completed on time and on budget;
12. Prepare reports and Board of Trustees Agenda items related to the responsibility of the position;
13. Provide information and reports to the Vice Chancellor regarding the organization and development of new or modernization of facilities;
14. Direct in-house design and specifications of small alteration and facilities improvement projects;
15. Serve as the chief spokesperson for the execution of the Bond Programs, either through the Vice Chancellor, Public Information Officer or through personal presentation;
16. Interview and recommend the employment and assignment of personnel;
17. Manage and administer consultant contracts;
18. Manage the leasing and operations of district real estate assets;
19. Provide Support and coordination with the District's Maintenance and Operations;
20. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

1. Baccalaureate degree with a major in Engineering, Architecture or a related field;

2. Five years of increasingly responsible experience in architectural or engineering design and construction/program management, facility planning and contract management with at least five years experience in a position managing a large, multi project facilities design and development program.

Knowledge, Skills and Abilities:

1. Knowledge of Facilities related programs and services of a community college;
2. Knowledge of administrative analysis and research techniques related to program and educational master planning and subsequent impact upon facilities needs;
3. Knowledge of principles and practices of facilities planning and project execution to include: Architectural design, construction materials, methods and techniques, contracting and project management;
4. Knowledge of laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California Title V and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities planning, construction and maintenance;
5. Knowledge of principles of supervision and training;
6. Knowledge of principles and practices of Program Management as relates to a major facilities development program;
7. Knowledge of principles and practices of Construction Management;
8. Demonstrated skills in written and oral communication, particularly with public and government agencies;
9. Skills in the use of computer software such as the more common facilities planning and construction project management software, word processing and spreadsheet;
10. Ability to work in an academic environment with understanding of the traditional processes related to shared governance and collegial consultation as relates to program need and facilities development;
11. Knowledge of California Proposition 39 funding and expenditure requirements.

Desirable Qualifications:

1. A Masters Degree from an accredited institution of higher learning or a professional licensure;
2. Experience in Higher Education environment;
3. Experience with the California Community Colleges Chancellor's Office Capital Outlay Program with a demonstrated track record of project funding success;
4. Direct experience as a program or construction manager with primary responsibility for managing a complicated, multi project facilities development program;
5. Experience with California Department of State Architect;
6. Registration as a professional engineer or license as an architect.

Physical Activities and Working Environment:

Performance of the duties of this job may include the following physical activities: standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

APPOINTMENT

The Director, Facilities and Bond Program shall be appointed by the Governing Board upon the nomination of the Chancellor and shall serve under the terms of an appropriate administrative contract.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail. This position is contingent upon available bond program funding.

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Board Designation – Administrative