Board Approved March 25, 2015
FLSA: EXEMPT

ASSISTANT DIRECTOR, FACILITIES PLANNING & MANAGEMENT

DEFINITION

Under administrative direction, assists in planning, organizing, managing and providing administrative direction and oversight for major programs, functions, and activities of the Facilities Planning & Management Department; assists in coordinating assigned activities with other District departments, divisions, outside agencies, and the public; provides highly responsible and complex professional assistance to the Director, Facilities Planning & Management in areas of expertise; supervises and evaluates the performance of assigned personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Facilities Planning & Management. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an Assistant Department Director classification in the Facilities Planning & Management Department. The incumbent oversees, directs, and participates in major activities and programs of the department, including the maintenance and operations of various District infrastructure, systems, and facilities, and is responsible for providing professional-level support to the Director, Facilities Planning & Management in a variety of areas. Assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other District departments. Responsibilities include performing and directing many of the department's day-to-day operational functions. This class is distinguished from the Director, Facilities Planning & Management in that the latter has overall management responsibility for District-wide facilities and maintenance programs, services, and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes management responsibility for major Facilities Planning & Maintenance Department programs, services, and activities; assists in establishing and maintaining departmental and project timelines and priorities; ensures related activities comply with established standards, requirements, laws, codes, rules, regulations, ordinances, policies and procedures.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates faculty and staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.

4. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
5. Plans, organizes, controls, and directs operations and activities in support of the inspection, construction, maintenance, and repair of buildings, facilities, utility systems, infrastructure, and equipment; assists in directing the day-to-day activities of the department; ensures related activities comply with established laws, codes, rules, regulations, ordinances, policies, and procedures.
6. Assists in the development and implementation of major facilities projects, including the preparation of plans and specifications for facility modifications; assists in coordinating and inspecting the work of outside contractors involved in repairs and construction.
7. Assists in the development and preparation of the department's annual preliminary budget; prepares and presents materials and information concerning the department's budget proposal; analyzes and reviews budgetary and financial data; controls and authorizes expenditures; maintains related financial and statistical records as directed.
8. Ensures adequate resources to meet department needs; estimates material and equipment levels needed for assigned functions; compiles and prepares cost estimates; researches and coordinates the purchase of equipment and supplies as needed; coordinates and conducts inventory activities.
9. Coordinates and directs activities to ensure District infrastructure, systems, and facilities are maintained in a safe and orderly condition; schedules and directs preventative maintenance functions; coordinates responses to emergency maintenance needs.
10. Responds to requests for information and advises students, faculty, staff, visitors, and other District divisions and departments of Facilities Planning & Management policies and procedures.
11. Serves as a liaison for the department with other District departments, divisions, and outside agencies; attends meetings in various locations; serves on various committees and task forces; participates in community events and workshops that provide information regarding departmental programs, projects, and services.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of facilities planning and management and other types of maintenance programs and services as they relate to the area of assignment.
13. Maintains and directs the maintenance of working and official departmental files.
14. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
15. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
16. Serves as the Director, Facilities Planning & Management in his/her absence.
17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
18. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).

19. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
21. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
22. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
23. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
24. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles and practices of program development, management and facilities long-term maintenance planning and budgeting.
5. Proper methods, techniques, materials, tools, and equipment used in planning, construction, renovation, maintenance, and repair activities.
6. Requirements of maintaining buildings, facilities, utility systems and infrastructure, grounds, athletic fields, and complexes, and equipment in a safe, clean, and orderly condition.
7. Architectural and engineering plans and specifications.
8. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
9. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
10. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
11. Record-keeping principles and procedures.
12. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
13. English usage, grammar, spelling, vocabulary, and punctuation.
14. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
15. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
5. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
6. 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, utility systems, infrastructure, and equipment.
7. Plan, organize, direct, and coordinate the work of assigned staff.
8. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
11. Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
12. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
13. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
14. Establish and maintain a variety of filing, record keeping, and tracking systems.
15. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
16. Operate modern office equipment including computer equipment and specialized software applications programs.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to graduation from a regionally accredited four-year college or university

with major coursework in construction management, facilities planning, business or public administration, or a related field; and
2. Five (5) years of increasingly responsible management and/or administrative experience in construction management, facilities planning and management, or a related field.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

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, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. This class also works in the field and must possess mobility to work in and around District buildings, facilities, utility systems, and infrastructure; to work in confined spaces and around machines; to climb and descend ladders; and the job involves frequent walking in operational areas to identify problems or hazards. 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 occasionally bend, stoop, kneel, reach, 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 weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.