

EXECUTIVE DIRECTOR, FACILITIES PLANNING AND MANAGEMENT

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Facilities Planning and Management Department, including College-wide facilities planning, design, construction, contract administration, inspection, project close-out, renovation, energy management, maintenance, cleaning, and repair of buildings, facilities, utility and civil infrastructure, grounds, and equipment; coordinates assigned activities with other College departments, staff, outside agencies, and the public; provides highly responsible and complex professional assistance to the Vice President, Administrative Services in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Administrative Services. Exercises general direction and supervision over assigned staff.

CLASS CHARACTERISTICS

This is a Department Head classification that oversees, directs, and participates in all activities of the Facilities Planning and Management Department, including planning, development, and administration of departmental policies, procedures, and services. This class works in conjunction with the Campus Master Plan Coordinating Team and provides assistance to the Vice President, Administrative Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, College functions and activities, including the role of an elected Board of Trustees, 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 class is distinguished from the Vice President, Administrative Services in that the latter is responsible for the overall management of all functions in the Administrative Services Division.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes management responsibility for Facilities Planning and Management programs services, and activities, including project planning, building, utility and civil infrastructure design and construction, maintenance, operations, and cleaning of buildings.
2. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within College policy, appropriate budget, service, and staffing levels.
3. Manages and participates in the development and administration of 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.
4. 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.
5. Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; continuously

- monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
6. Oversees and manages the administration, planning, operations, and maintenance of the College's energy management systems, utility and civil infrastructure; evaluates, selects, and recommends for approval long-term College-wide energy management systems, sustainability effort, and purchase contracts.
 7. Oversees the planning and development of College maintenance programs; organizes available resources for the maintenance, improvement, and repair of College facilities, infrastructure, and equipment; compiles estimates, contract provisions, and specifications.
 8. Directs the development, updates, and maintenance of the College's development plans, facilities master plan, and program and project level environmental impact studies and reports; oversees legal and agency review of planning documents; reviews and recommends approval of formal responses to agency comments and legal challenges to planning documents, reports, and prepares summary reports for public and Board of Trustees review and approval.
 9. Oversees the project level planning, design, material selection, equipment, and process proposed in connection with new construction or major repairs for College facilities and improvements; recommends levels of service for utilities, streets, parking, and drainage areas; directs the legal review of construction contracts, claims, and disputes; prepares and/or reviews ordinances for Board of Trustee consideration.
 10. 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 College needs and requirements for contractual and professional services; negotiates contracts, agreements, and amendments and administers.
 11. 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.
 12. Represents the department to other College departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues; chairs and participates in a variety of boards, commissions, and committees.
 13. Advises and provides guidance on issues and programs pertaining to facilities planning and management.
 14. Collaborates and communicates with other College departments, staff, and community agencies to develop and implement effective facilities planning and management programs.
 15. Oversees the maintenance of working and official departmental files.
 16. Monitors changes in laws, regulations, and technology that may affect College or departmental operations; implements policy and procedural changes as required.
 17. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Administrative Services.
 18. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
 19. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
 20. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
2. Public agency budget development, cost management, accounting, 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 public agency administration.
3. College-wide operations and activities involved in the planning, design, construction, inspection, project close-out, cleaning, maintenance, and repair of buildings, facilities, infrastructure, grounds, and equipment.
4. Principles and practices of program development, management, and facilities and infrastructure long-term maintenance, planning, and operations.
5. Proper methods, techniques, materials, tools, and equipment used in planning, building, and infrastructure design and construction, renovation, maintenance and repair activities, cleaning, grounds maintenance, and equipment and materials handling.
6. Architectural and engineering plans and specifications.
7. Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
8. Modern office practices, methods, and computer equipment and applications related to the work.
9. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
10. 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. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
2. Provide administrative and professional leadership and direction for the department and the College.
3. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
4. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
5. Plan, organize, control, and direct College-wide operations and activities involved in the planning, design, inspection, cleaning, construction, renovation, maintenance, and repair of buildings, facilities, grounds, and equipment.
6. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
7. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
8. Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
9. Conduct effective negotiations and effectively represent the College and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

10. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
11. 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.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. 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:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in construction management, business or public administration, or a related field and five (5) years of management and/or administrative experience in construction management, facilities planning and management, or a related field.

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 operate a motor vehicle, and to visit various College 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. 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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.