

March 15, 2022

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Assistant Director, Capital Construction Programs

Department: Facilities- Design and Construction

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday, 8:00am - 5:00pm

Salary Schedule (Range): M-13 (\$10,432 - \$11,600)

Background and Rationale (use back of form if additional space is needed): The Assistant Director, Capital Construction Programs position was created as part of the Design and Construction Facilities reorganization. This position is in lieu of a Temporary Special Project Administrator in the department. This position is needed to support the Bond Design and Construction program.

Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach Existing Job Description)

Newly Funded Position Fiscal Year 2022-23

No Existing Job Description Going to April Board
(Attach Draft of New Job Description)

Classified Confidential
 Supervisory Administrative

****For Temporary Special Project Administrators only**

Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: Measure GO Bond Funds

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Position is in lieu of a Temporary Special Project Administrator (Special Project Director, Range 3, M-13).

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 49002 - 771000-215000-710000 100 % Amount \$ _____

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) General Fund Unrestricted Restricted Funds Categorical Grant Temporary
 Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: Annual renewal of position with Measure GO Bond Funded Positions

Signatures:

<u>[Signature]</u> 1. Requesting Manager Signature	<u>3/10/22</u> Date	_____	4. Human Resources Signature	_____	Date
<u>[Signature]</u> 2. Division Vice President Signature	<u>03.11.2022</u> Date	_____	5. Vice President, Human Resources	_____	Date
_____	_____	_____	_____	_____	_____
3. Chief Compliance/Budget Officer Signature	_____	Date	_____	_____	_____

Funding available Funding not available Position Number: _____ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

Approved to fill immediately Denied Modified

If position **does not have funding**, provide funding directions: _____

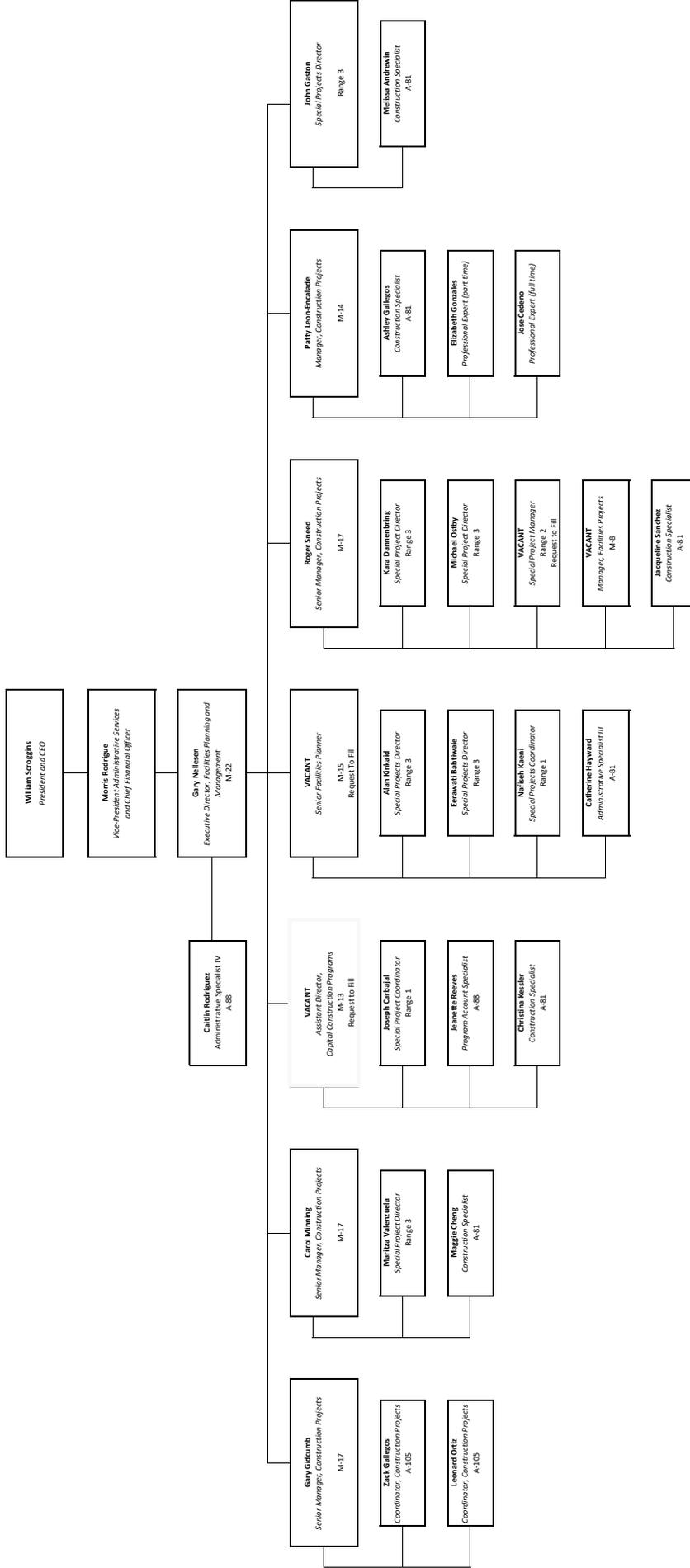
Rationale: _____

6. Signature of President/CEO _____ Date _____

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
1.000	MN	13	3	12	Asst Dir, Capital Construction Projects		100.00%	131,740	59,499	191,239	<i>Unknown Funding</i>

Construction Team Organization Chart March 2022



ASSISTANT DIRECTOR, CAPITAL CONSTRUCTION PROGRAMS

DEFINITION

Under administrative direction, plans, organizes, manages, and assists with the oversight of and administration of the College construction programs, including program and project budgeting, process management, cost control and performance reporting, procurement support, compliance, and contract administration; coordinates assigned activities with project management teams, other College departments, contractors and consultants, and intergovernmental and regulatory agencies; provides highly complex professional assistance to the Executive Director, Facilities Planning and Management.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is an Assistant Director classification within the Facilities Planning and Management Department that assists in overseeing, directing, and participating in the business functions related to the planning, design, construction, and repair of college facilities and infrastructure. The incumbent oversees the day to day business activities supporting the capital construction, scheduled maintenance, special repair programs, and is responsible for providing professional-level support relating to capital management.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, manages, and assists with the oversight of the College's capital construction programs, including program and project budget development and management, cost control and performance reporting, and contract administration.
2. Develops and maintains accurate budget and expenditure reports for multiple projects and programs; monitors actual expenditures and compares with planned performance; identifies areas of insufficient or excess funds and recommends actions to resolve deficiencies.
3. Assists with the selection, training, motivation, and direction of 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 procedures; responds to staff questions and concerns.
4. Reviews project scope of work and budget proposals and approves or recommends approval within established limits; identifies available funding for projects within established program funds, and ensures compliance with program guidelines; assists with the forecast of additional funds needed for staffing, equipment, materials, and supplies; implements adjustments as necessary.
5. Develops and implements internal processes to ensure timely and accurate processing and approval of contractor, consultant, and vendor payment applications; coordinates the allocation of program funds to individual projects; coordinates department accounts payable activities with the fiscal services office to ensure compliance with relevant codes, best practices, and internal policies.
6. Develops, evaluates, and implements internal processes to advance projects through the procurement phase; ensures timely and accurate processing of purchase requisitions, consulting agreements, materials, supplies, and services; coordinates department procurement activities with the purchasing office to ensure compliance with federal, state, local and internal policies, and relevant codes.
7. Assists with the development and administration of financial plans for the College's local bond and state funded building and scheduled maintenance programs.

8. Manages the construction support budget, including staffing, consultants, supplies, services, technology, and legal expenses.
9. Assists with the oversight of the fixed asset system; ensures the proper recording and reconciliation of fixed assets procured through the Colleges construction and scheduled maintenance programs; coordinates department activities related to fixed assets and capitalization of construction projects to ensure compliance..
10. Prepares accurate and timely expenditure forecasts and reports required by the California Community College Chancellors Office for the capital outlay and scheduled maintenance programs.
11. Oversees the day to day activities of the Community Workforce Coordinator; implements Community Workforce Agreement provisions for all affected construction contracts.
12. Assists with the administration of builders risk insurance provisions for all affected contracts.
13. Prepares and maintains a variety of narrative and statistical reports related to the College construction and special repair programs and projects, personnel, financial activities, and assigned duties; directs the maintenance of working and official program files; ensures accurate and timely submittals of reports to appropriate parties according to established timelines.
14. 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.
15. Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation (DHR), and provided by applicable laws and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to Human Resources and other appropriate authority as necessary.
16. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Budget development, administrative practices, and organizational and management practices related to capital planning, design, and construction, and deferred maintenance/special repair programs.
5. Principles, practices, and techniques of public contract administration, including procurement, construction delivery methods, maintenance agreements, and supplies and services.
6. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures related to publically funded construction program management.
7. Principles, practices, and techniques of managerial accounting, including financial data collection, analysis, reporting, and presentation.
8. Principles and procedures of recordkeeping, technical report writing, and preparation of business correspondence, and presentations.
9. Modern office practices, methods, and computer equipment and applications.

10. Techniques for effectively representing the College in contacts with external agencies, community groups, and various business, professional, educational and regulatory organizations.
11. Techniques for providing a high level of customer service by effectively working with the public, contractors, consultants, and vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills and Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of staff.
2. Articulate and communicate the College's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment.
3. Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.
4. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
5. Provide administrative and professional leadership and direction for the department and the College.
6. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; develop budget projections.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
9. Analyze financial and budgetary problems, evaluate alternatives, and make sound recommendations.
10. Define projects, prepare requests for proposals, evaluate proposals and negotiate terms, and administer contracts after award.
11. Effectively represent the College 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. 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.
14. Communicate effectively through various modalities. Review situations accurately and determine appropriate course of action using judgement according to established policies and procedures; understand the scope of authority and make independent decisions.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in accounting, finance, business administration, or a related field, and two (2) years of progressive management experience in purchasing, finance, accounting, budget development and/or other finance and accounting work related to capital construction programs.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR

2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically 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 up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.