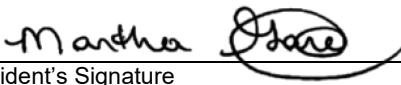


Job Description(s) for President's Cabinet Review

Job Description	
Title:	Manager, Campus Planning (Previously Senior Facilities Planner)
Unit:	Management
Range:	M-14 (Previously M-15)
Synopsis:	Modified The position oversees campus-wide planning, space utilization, and CCCC CO capital outlay submissions; maintains space inventory; supports capital projects; and provides data analysis for facilities strategy and state reporting. It aligns planning with institutional goals, enrollment, and programs, requiring expertise in CCCC CO standards and systems like FUSION, as well as strong coordination skills. The salary range is reduced from M-15 to M-14 due to a narrower scope focused on planning data, reporting, and documentation.
Rationale:	
Incumbent:	To be recruited
Approved?	


President's Signature

May 5, 2026

Date

Comments:

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SENIOR MANAGER, FACILITIES PLANNER CAMPUS PLANNING

DEFINITION

Under the **administrative** direction, of the Director-Facilities Planning & Management, plans, organizes, control and direct **coordinates campus-wide facilities planning** operations and activities, **capital project programming efforts, and space management operations.** involved in the development and maintenance of district-wide facilities master plans, environmental impact reports, precinct master plans, area master plans, conceptual site and building plans for major and minor capital outlay projects, and architectural programming, conceptual scope, schedule and budget plans for individual projects; oversee the development and maintenance of utility and infrastructure master plans; **This position is the College's lead technical resource and central coordinator for facilities planning and capital outlay planning processes, including the development and maintenance of California Community Colleges Chancellor's Office (CCCCO) capital planning documents, such as Initial Project Proposals (IPP), Final Project Proposals (FPP), and Five-Year Construction Plans (5YCP).** Direct the efforts of architects, interior designers and specialty consultants; lead planning meetings to ensure that facilities planning efforts are correctly and effectively integrated with other campus wide planning efforts; Develop and maintain campus design standards for architectural elements, furniture, fixtures and equipment, mechanical, electrical and plumbing, and other building and site related standards; develop policies and procedures to ensure that the highest standards of quality are maintained in planning and construction documents, Ensure effective communication within the planning team and with campus constituent groups and leadership; participate in the Facilities Advisory Committee meetings, and chair meetings in the absence of the Director, Oversee compliance with the National Pollution Discharge Elimination System, and **Provides technical leadership and coordination in support of environmental planning and compliance activities related to capital projects, including participation in processes associated with the California Environmental Quality Act (CEQA);** monitor and document **the tracking of** mitigation measures, identified in environmental impact reports; Maintain record documents related to all campus construction, and manage the facilities plan room **collaboration with Facilities Planning and Management leadership, consultants, and regulatory agencies. Maintains the official campus space inventory and ensures the accuracy and integrity of facilities data systems used for state reporting and institutional planning. Coordinates architectural programming, planning studies, and project documentation for major and minor capital projects. The incumbent collaborates with campus stakeholders and external agencies to ensure facilities planning initiatives align with institutional priorities and operational needs. Supports the implementation of the College's Educational and Facilities Master Plan and related long-range planning efforts through data analysis, planning coordination, and capital planning support.**

SUPERVISION RECEIVED AND EXERCISED

Receives general **administrative** direction from the Director, Facilities Planning & Management **assigned managerial personnel.** May provide technical and functional **Exercises general** direction to **and supervision over** professional, **technical, and administrative** support; and contracted staff on a project basis **through subordinate levels**

of management and supervision.

CLASS CHARACTERISTICS

This position is within the classified administrator classification and is responsible for leading campus-wide facilities planning and space management activities that support the College's physical development and long-range institutional planning efforts. Responsibilities include performing diverse, specialized, and complex work involving the analysis of facility data, the development of planning documentation, the coordination of architectural programming activities, and the preparation of technical reports to support institutional planning and capital project development. Successful performance of the work requires a strong professional background in facilities planning and higher education planning processes, as well as the ability to exercise sound judgment and make independent decisions within established guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. **Oversee ~~Coordinates and supports~~ the development, preparation, distribution and approval ~~submission~~ of ~~capital planning documents~~ facilities master plans, utility and infrastructure master plans, precinct master plans, area master plans, five year construction plans, the campus wide space inventory, initial project proposals, and final project proposals, and other capital outlay documents and reports required by the California Community College Chancellors Office (CCCCO), including Initial Project Proposals (IPP), Final Project Proposals (FPP), Five-Year Construction Plans (5YCP), scheduled maintenance submissions, and related capital outlay planning documentation and supports the review, update, and implementation of campus and site-specific master planning documents.**
2. **Conducts space utilization analyses, capacity/load ratio studies, and enrollment-based planning assessments to inform capital project development and facilities planning strategies.**
3. **Oversee ~~Coordinates~~ the architectural programming process for new major capital projects: ~~by collaborating with campus stakeholders to identify space needs, functional requirements, and alignment with~~ Monitor compliance with State space utilization standards and industry standards and trends in higher education architecture, and alignment with building user needs ~~institutional priorities~~.**
4. **Prepares ~~planning scenarios, conceptual studies, and technical analyses to support long-range facilities planning and decision-making.~~ for major capital projects using the California Community Colleges FUSION software.**
5. **Coordinates multiple planning initiatives simultaneously, analyzing facilities data to support strategic decision-making, and ensuring that facilities planning activities align with institutional priorities, capital development strategies, and regulatory reporting requirements.**
6. **Ensures ~~that~~ facilities planning efforts are effectively integrated with other campus-wide planning efforts. Represents ~~facilities planning and management~~ ~~the department~~ on planning teams related to the district ~~College's~~ strategic plan, academic and/or educational master plans, technology master plans, and other targeted planning efforts. Serves as a liaison between the College, administrators, user groups, consultants, architects, legal counsel, and regulatory agencies on facilities planning and capital development matters.**
7. **Evaluates ~~facilities resource requests submitted by campus groups, stakeholders; and prepare initial~~ ~~conducts~~ feasibility and cost studies for review by campus committees assessments, space impact analyses, and preliminary scope development for**

minor capital, renovation, infrastructure, and space reconfiguration projects. Interact Coordinates project planning meetings with various campus groups stakeholders and conduct project planning meetings to determine identify the necessary project scope, of work and preliminary project budgets and cost development, and schedules, for minor capital, alteration, infrastructure, and other projects. Prepare written reports and preliminary planning documents that clearly identify the initial scope of work and design intent for assigned campus projects. Communicate effectively with project users and interested groups to ensure that expectations are clearly identified and documented and design.

8. Oversee Coordinates the preparation of Environmental Impact Reports and other documents as documentation for facilities projects, including materials required by the California Environmental Quality Act (CEQA); ~~Oversee the environmental mitigation efforts, and prepare documentation as necessary to demonstrate compliance with CEQA, and other environmental requirements~~ coordinates with consultants, campus stakeholders, and regulatory agencies; assists in tracking mitigation measures and related compliance documentation.
9. Coordinates with Facilities Planning and Management leadership, consultants, and regulatory agencies on environmental compliance matters related to assigned facilities planning and capital projects, including storm water and related permit documentation as assigned.
10. ~~Manage the Colleges compliance efforts related to the National Pollution Discharge Elimination System (NPDES), monitor efforts to prepare and comply with Storm Water pollution Prevention Plans, and act as the College's legally responsible person related to NPDES issues in the absence of the Director.~~
11. Prepares initial project data reports, and maintains a database of all planning documentation and project data records related to campus facilities projects, including ~~Identify and evaluate secondary effects and~~ evaluation of space planning constraints, related to new project requests. Prepare reports that clearly document planned changes in the use of campus teaching and office space program impacts, and secondary effects of proposed facilities projects.
12. ~~Participate in campus efforts to~~ Monitors campus space utilization; and prepares reports to monitor changes in utilization and the associated effects on capacity load ratios and future project plans.
13. ~~Prepares and distribute project update reports for all active projects. Interact with construction project managers to identify near-term construction impacts. Maintain web access to construction project information.~~
14. Coordinates with colleagues and construction project managers to monitor planning milestones and maintain planning documentation related to active capital projects.
15. Assists in the Development and maintain maintenance of campus design planning standards, including architectural, mechanical, electrical, and plumbing systems, furniture, fixtures and equipment, utilities and infrastructure, and environmental and sustainability guidelines and facilities standards related to space planning, functional program requirements, and campus development planning.
16. ~~Prepare construction documents and specifications for small facilities improvement projects.~~
17. Utilizes software systems to maintain accurate project records, including daily and weekly activities, project schedules, and cost information, and other project communication. Monitors and ensures compliance with contract specifications for design and construction activities; reviews planning documents, construction plans, specifications, and related technical reports for accuracy, completeness, and alignment with project requirements.

18. Manages communications, planning activities, personnel, and resources to meet project and program needs and assure smooth and efficient activities; establishes and maintains related timelines and priorities; develops policies and procedures to ensure that planning goals are accomplished and that decisions are made at the appropriate level.
19. Provides technical information and assistance to the Director, Facilities Planning and Management **management** concerning administrative activities, needs and issues; assists in the formulation and development of policies, procedures and programs **development, review, and administration of requests for proposals (RFPs), solicitations, and professional services agreements related to planning, design, and construction services.**
20. Prepare a variety of records and reports related to planning efforts, projects, estimates, equipment, buildings, facilities, systems, inspections, budgets, employees and assigned activities.
21. Attend and conduct various meetings as assigned; serve as a member of the Facilities Management Team.
22. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
23. Oversees, leads, and provides high-level **quality** customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
24. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
25. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
26. 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.
27. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
28. Performs related duties as assigned, **consistent with the scope of the position.**

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** academic and work environment.
2. **Principles and practices of Facilities Master Planning, California Community College Capital Outlay program requirements, and integrated planning space utilization, and capital project programming in higher education.**
3. **CCCCO capital outlay planning processes, including IPP, FPP, and 5YCP.**
4. **Principles and practices of facilities condition assessment and Facilities Condition Index (FCI) methodologies.**
5. **Architectural programming, space planning methodologies, and facilities data management systems, including Facilities Utilization, Space Inventory Options Net (FUSION).**
6. **Institutional planning processes, including facilities master planning, enrollment planning, and capital program development.**
7. **Project planning, coordination, and stakeholder engagement practices.**
8. Planning, organization and direction of operations and activities involved in the planning, design and construction of College facilities, utilities, systems and equipment.
9. Proper methods, techniques, materials, tools and equipment used in the construction

trades.

10. ~~Construction specifications institute work breakdown structure, and principles of construction estimating.~~
11. ~~California Field Act requirements as they apply to community college construction.~~
12. **Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.**
13. ~~Oral and written communication skills.~~
14. **Data analysis, report preparation, and technical documentation techniques.**
15. Applicable **federal, state, and local** laws, **regulatory** codes, rules, regulations, policies **ordinances**, and procedures **relevant to assigned area of responsibility**.
16. ~~Record-keeping and report preparation techniques.~~
17. **Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.**
18. ~~Principles and practices of contract administration.~~
19. **Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.**
20. ~~Interpersonal skills using tact, patience and courtesy.~~
21. **Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.**
22. ~~Operation of a computer and assigned software.~~
23. ~~Basic budget preparation and control.~~

Skills and Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA **diverse, equitable, inclusive, socially just, anti-racist, and accessible** academic and work environment.
2. Oversee and address gaps in DEISAA **diversity, equity, inclusion, social justice, anti-racism, and accessibility** in the recruitment and retention of faculty, **management**, and staff.
3. **Exercise** ~~C~~critical thinking and **sound** decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with **ethics**, tact, confidence, and diplomacy.
4. **Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.**
5. ~~Plan, organize, control and direct operations and activities involved in the planning and design of College facilities, utilities, and systems.~~
6. ~~Coordinate related communications, projects, planning activities, personnel and resources to meet project needs and assure smooth and efficient activities.~~
7. ~~Supervise and evaluate the performance of architects, engineers, planning consultants, and assigned personnel.~~
8. ~~Estimate labor, material and equipment requirements for projects and activities.~~
9. ~~Inspect planning and design work product for accuracy, completeness and compliance with established requirements.~~
10. ~~Monitor and assure compliance with contract specifications for design and construction activities.~~
11. ~~Communicate effectively both orally and in writing~~ **through various modalities.**
12. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

13. Establish, and maintain, and foster cooperative positive and effective working relationships with others those contacted in the course of work.
14. Operate a computer and assigned software.
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Analyze Review situations accurately and adopt determine an effective an appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making decisions.
17. Meet schedules and time lines.
18. Work independently with little direction.
19. Plan and organize work.
20. Oversee and participate in the preparation of various records and reports.

Education and Experience:

1. Equivalent to a bachelor's degree from a regionally or nationally accredited college or university in one of the following: architecture, regional and urban planning, business administration or related field; and
2. Five (5) Three (3) full-time equivalent years of progressively responsible professional experience in facilities planning, preferably within a higher education or public sector environment, including one (1) full-time equivalent year of coordination and/or leadership experience.

Desirable Qualifications:

1. Master's degree from a regionally or nationally accredited college or university with major coursework in architecture, or Regional Urban Planning, facilities planning, construction management, engineering, public administration, or related field.
2. Experience developing facilities master plans in California community colleges.
3. 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
4. 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:

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required. None.

PHYSICAL DEMANDS

Must possess mobility be able to work in a standard office setting and use standard office equipment, including a computer technological devices, to communicate with individuals at various College and meeting sites; to operate a motor vehicle and to visit various District 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 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 through various media. This is primarily a sedentary office classification, although ~~standing and walking~~ **movement** 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 **may need to physically** 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 in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, ~~confining~~ **confined** workspaces, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or **the** public ~~and private representatives, and contractors~~ in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023