

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF FACILITIES, OPERATIONS, AND PLANNING

SUMMARY DESCRIPTION

Under the administrative leadership and general direction of the Vice President for Business & Financial Affairs, plan, organize, direct, and monitor the activities and operations of the District's Facilities, Operations, and Planning Office including facility planning, construction program, plant operations, facility leasing operations, and parking services.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, direct, monitor, and provide leadership for the District's Facilities, Operations, and Planning Office including facility planning, construction program, plant operations, facilities leasing operations, and parking services operations of the District; manage maintenance operations of all District's centers and sites including maintenance, grounds, and custodial operations. **E**
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies, procedures, and programs. **E**
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within division policy, appropriate service and staffing levels. **E**
4. Oversee and participate in the development and administration of the annual budget for assigned areas of responsibility; participate in the forecast of funds; monitor and approve expenditures; implement adjustments. **E**
5. Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures. **E**
6. Participate in the selection of new personnel for assigned areas of responsibility; train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. **E**
7. Conduct a variety of studies and investigations; prepare a variety of statistical and narrative reports including governing board reports, Chancellor's Office reports, documents, and other materials. **E**
8. Direct and monitor the District's electronic energy management, fire alarm, and phone systems; evaluate usage and make appropriate adjustments and modifications. **E**
9. Direct the preparation of long-range facility plans and specifications; prepare applications for State and federal construction funds; submit plans and specifications to the Office of the State Architect for approval. **E**
10. Direct the District's parking program, including permit sales; review parking citations and make decisions on the disposition. **E**
11. Direct District bond programs and oversee work of architects, program managers, construction managers, contractors, and other design professionals. **E**

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12. Coordinate with redevelopment agencies to acquire new property; manage educational/commercial development projects; coordinate the approval process for new campuses with local and state agencies; negotiate lease agreements for building space for the District; negotiate Disposition and Development Agreements and ground leases. *E*
13. Prepare and submit various reports regarding College building projects and the District's Five Year Construction Plan and Scheduled Maintenance Program. *E*
14. Provide assistance to College administrators in the design and remodeling of District facilities. *E*
15. Review construction bids and requests for proposal/qualifications; make recommendations for award. *E*
16. Approve requests and contracts and coordinate the scheduling of campus facilities and vehicles; ensure that appropriate fees are invoiced and received. *E*
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of business, operations, facilities planning, program development and implementation.
18. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of plant operations and facilities planning program.
Principles and practices of program development and administration.
Pertinent federal, state, and local laws, codes, and regulations including applicable sections of State Education Code, Public Works Code, Public Contract Code, and health and safety regulations.
Technical aspects of field of specialty.
Principles, practices, methods, and procedures related to assigned functions.
District organization, operations, policies and objectives.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Advanced oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Plan, manage, direct, and provide effective leadership for the various components and functions of a comprehensive facilities, operations, and facilities planning program.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Develop and implement programs to meet the District's facilities, operations, and facilities planning goals and objectives.
Plan, organize, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Provide direction to District administrators on facilities, operations, and facilities planning issues.
Review and analyze construction bids.
Identify and respond to sensitive organizational issues, concerns, and needs.

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Research, analyze, and evaluate new service delivery methods and techniques.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare and present comprehensive, effective oral and written reports.
Prepare and administer an operational budget.
Interpret and apply applicable federal, state, and District policies, laws, and regulations.
Understand and apply principles of community college administration.
Conduct meetings and serve on committees.
Work successfully with District faculty, administrators, and staff as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree in architecture, engineering, or related field and seven years of increasingly responsible experience including five years of management and supervisory experience managing multiple facility related functions.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; travel from site to site; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.