

DIRECTOR OF FACILITIES PLANNING AND DEVELOPMENT

DEFINITION

Assists the Executive Director of Facilities Planning and Development in planning, organizing, coordinating, evaluating, and directing the operations of the Facilities Planning and Development Department involving projects funded by bond, non-bond, and blended money sources.

TYPICAL DUTIES

Assists the Executive Director of Facilities Planning and Development in planning and directing the activities of the Facilities Planning and Development Department which include the areas of:

- Facilities planning and design
- Facilities renovation and improvement
- Facilities construction
- Facilities funding sources
- Energy management systems
- Computer assisted facilities management
- Real Estate/Leasing
- Resource development
- Transportation coordination
- District wide standards for selected facility materials
- Facilities procurement initiatives
- Film management
- Training for facilities
- Strategic planning, long range planning and data planning
- First line supervision of the Capital Construction Program

Coordinates the District-wide program of facilities utilization analysis, long-range facilities planning, facilities design, scheduled maintenance, hazardous materials removal, and other related programs for which the District may receive funding.

Reviews the submission and tracking of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and other state or federal programs.

Assists the Executive Director of Facilities Planning and Development in the coordination of projects funded by bond measures.

Serves as a resource to the State Chancellor's Office staff, the Division of the State Architect, other state and local agencies, District staff, and the community regarding facilities issues.

Directs the maintenance of budgets and schedules for all assigned projects to ensure timely claiming of funds from the state.

Monitors college, district, and project specific facilities expenditures to ensure appropriateness, accuracy, and completeness.

Develops and implements financial plans and controls for the facilities and construction funds of the District and the Facilities Planning and Development Department.

## TYPICAL DUTIES (Cont.)

- Directs the maintenance of the department's web site and archives of as-built plans, soil reports, legal site descriptions, environmental reports, Environmental Impact Reports and College Master Plans.
- Coordinates efforts with various city and state offices, agencies and groups to obtain timely action on matters such as building permits, zoning changes, and environmental impact reports.
- Reviews and/or develops proposals for new or revised legislation, regulations, and controls affecting the facilities program of the District.
- Directs the coordination of construction planning activities with District staff regarding purchasing, contracts, insurance and occupational safety.
- Coordinates with the accounting and information technology staff the maintenance and modification of computerized records, management information systems, and controls to ensure the efficient processing of invoices and claims.
- Directs and prepares correspondence, reports, and presentations regarding assigned facilities programs of the District including Board agenda items.
- Informs and advises staff in the department and at the Colleges regarding regulatory issues and updates of new laws regarding public works, scheduled maintenance, and hazardous substances removal.
- Represents the Facilities Planning and Development Department on designated matters at District-wide meetings.
- Acts on behalf of the Executive Director of Facilities Planning and Development on designated matters.
- Assumes responsibility for the business operations of the department in the absence of the Executive Director of Facilities Planning and Development.
- Directs and reviews assigned phases of personnel management in the department including training, safety, evaluation and discipline.

## DISTINGUISHING CHARACTERISTICS

A **Director of Facilities Planning and Development** assists the Executive Director of Facilities Planning and Development in the overall administration of the business affairs of the department and assumes responsibility for the Executive Director of Facilities Planning and Development in the event of his/her absence or in the exercise of delegated responsibilities and authorities.

An **Executive Director of Facilities Planning and Development** is the executive head of the Facilities Planning and Development Department and provides oversight for capital construction projects funded by bond measures and other sources.

## SUPERVISION

General direction is received from Executive Director of Facilities Planning and Development. General supervision is exercised over professional, technical and general support staff assigned to the Department. Functional supervision is exercised over contract architects, engineers, and contractors.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles, methods, and practices of educational facilities administration with particular reference to facilities planning, architectural design, facilities renovation and modernization, and structural, mechanical, and electrical engineering
- Legal and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development
- Principles and practices of organization, management, and personnel administration
- Principles of project controls
- Principles of construction technology, construction management, and construction scheduling
- Business and labor relations policies and practices of the construction industry
- Sources of funding for higher education facilities projects
- Principles of budgetary planning, preparation, and management
- Principles of supervision, team building, and training
- Capabilities of management information systems that relate to facilities planning, budgeting, scheduling, and reporting particularly with multiple funding sources

### Ability to:

- Plan and manage an integrated program of facilities planning, design and construction
- Comprehend and evaluate complex architectural and engineering designs, plans, and specifications
- Evaluate the effectiveness of organization, staffing procedures and related matters
- Develop and implement operating changes required to achieve goals and objectives
- Collect and analyze data and present effective oral and written reports
- Direct the activities of others engaged in various technical activities
- Effectively utilize management information systems in the performance of duties
- Provide technical review and advice
- Prepare effective written and oral communications and presentations
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Act independently and promptly to situations and events
- Establish and maintain effective working relationships with officials of public and private organizations, employees, co-workers, and the general public
- Motivate, direct, train, and develop others
- Stimulate teamwork and promote cohesiveness to achieve departmental goals

## ENTRANCE QUALIFICATIONS

**A Well Qualified Candidate** will have:

- A bachelor's degree from a recognized university, preferably with a major in facilities planning, construction management, engineering, architecture, or a related field.
- Extensive work experience in the management, financing, and policy formulation of an integrated program of facilities planning, design, and construction of \$30 million or more for an educational, governmental, or commercial institution.

### Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.  
Access to an automobile.