

EXECUTIVE DIRECTOR OF FACILITIES PLANNING AND DEVELOPMENT

DEFINITION

Serves as the executive head over the operations and activities of the Facilities Planning and Development Department and provides oversight for capital construction projects funded by bond measures and other sources.

EXAMPLES OF DUTIES

- Plans and directs the strategic and long-range planning activities of the Facilities Planning and Development Department and bond projects.
- Analyzes the scope, plans, and budgets of college projects to ensure that they are adequately funded and funding sources are maximized.
- Oversees compliance as it relates to public works projects, procurement, facilities maintenance, and prevailing wage.
- Coordinates the planning and budgeting of bond projects and non-bond projects including those with multiple funding sources.
- Directs and coordinates the initiation of contracts with architectural/engineering firms, construction management firms and general contractors for compliance with contract specifications, terms and conditions.
- Evaluates organizational structure, policies, and procedures and approves and recommends changes.
- Represents the District in meetings with local public agencies, business organizations, community groups, and others.
- Interprets, explains, and answers public and District inquiries regarding project construction and utilization, facilities policies, project funding, asset management procedures, state program regulations and bond measure requirements.
- Directs the work of Facilities Planning and Development staff, in conjunction with the director, for non-bond projects.
- Provides oversight for projects funded by bond measures.
- Reviews the preparation of Board agenda items and correspondence, which may often contain material of major legal and financial significance.
- Evaluates records and report systems and makes or recommends improvements.
- Participates in the development of compatible information systems for projects with multiple funding sources including financials and project tracking.
- Serves as the technical advisor to the Chancellor on matters related to facilities projects.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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

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.

SUPERVISION

General direction is received from the Chancellor or his/her designee. General supervision is exercised over bond and non-bond project professional staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles, methods, and practices of educational facilities administration, with particular reference to facility planning, building utilization, architectural and engineer procedures, and activities related to the management of construction and renovation

Principles and practices of organization, management, and personnel administration

Principles of budget planning, preparation and expenditure control

Principles of project controls

Sources of funding for higher education facilities projects

Regulations relating to public works projects

Laws and regulations pertinent to financial management, contracts, and reporting for new construction, modernization, maintenance, and hazardous materials removal programs

Business and labor relations policies and practices of the construction industry

Principles of public relations

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

Skills in:

Presenting concepts verbally and in writing

Interpersonal relationships

Ability to:

Plan and direct a variety of technical facility planning functions

Formulate and implement program goals, objectives, and schedules

Evaluate the effectiveness of organization, staffing procedures, and related matters

Develop and implement operating changes required to achieve goals and objectives

Recognize the critical elements of problems, develop and evaluate data, and determine solutions

Prepare and present effective oral and written communications and reports

Effectively utilize management information systems in the performance of duties

Act independently and promptly to situations and events

Effectively communicate highly technical information concisely and in understandable terms

Direct the activities of others engaged in various technical activities

Provide technical review and advice

Anticipate conditions, plan ahead, establish priorities and meet schedules

Establish and maintain effective working relationships with officials of public and private organization, employees, co-workers, and the general public

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 related field.
- Extensive work experience in the management of multiple capital construction projects of \$100 million or more.

Special:

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