

## FACILITIES PROGRAMS SPECIALIST

### DEFINITION

Provides advice and technical assistance to college administrators and other personnel on statutory requirements, processes, and guidelines involving various facilities programs and serves as the Facilities Planning and Development Department liaison to the State Chancellor's Office on state funded facilities programs.

### TYPICAL DUTIES

Provides advice and technical assistance to college administrators and other personnel on statutory requirements, processes, and guidelines involving various facilities programs such as Capital Outlay Program, Scheduled Maintenance Program, Space Inventory, and federally and grant funded programs. Serves as liaison between the State Chancellor's Office and the District colleges to coordinate the efficient processing of state funded project proposals and negotiate solutions of problems.

Identifies and resolves project challenges involving changes to facilities project scope, schedule and budget that fall within assigned area.

Reviews project proposals for assigned programs for completeness and compliance with statutory requirements.

Ensures that reporting requirements and deadlines for assigned programs are met.

Monitors schedule and budget compliance for assigned programs and recommends corrective action as needed.

Attends meetings with college administrators, contract architects, consultants, and representatives from other agencies to discuss and advise on facilities programs compliance issues or to represent the department on designated matters.

Monitors and maintains facilities project and program fund balance and payment records for assigned programs.

Evaluates and participates in the maintenance of data in the State Chancellor's Office computerized database that tracks state funded projects and space inventory of the colleges.

Maintains awareness of potential, pending, and current legislation and trends that may impact assigned area.

Prepares status reports and correspondences and makes presentations related to assigned area.

Develops and conducts training sessions for District staff on assigned facilities programs requirements.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Facilities Programs Specialist** provides advice and technical assistance to college administrators and other personnel on statutory requirements, processes, and guidelines involving various facilities programs and serves as the Facilities Planning and Development Department liaison to the State Chancellor's Office on state funded facilities programs.

## DISTINGUISHING CHARACTERISTICS (Cont.)

An **Administrative Analyst** analyzes and devises solutions to complex problems related to the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency in an administrative services, academic affairs, or student services area. Supervision of assigned employees may be assigned but is not an essential characteristic of the class. Employees in this class work at a journey-level and are expected to work independently and without immediate supervision.

A **Senior Administrative Analyst** serves as a staff assistant to a high-level administrator by independently conducting studies of the highest complexity and making recommendations regarding work methods, organization, management planning, systems analysis and procedures and policy development. Supervision and training of assigned staff and clerical employees is an essential characteristic of this class.

## SUPERVISION

General supervision is received from the Director of Facilities Planning and Development. Functional direction may be exercised over lower-level technical and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Facilities planning involving public school construction financing
- State and local laws, ordinances, codes, and regulations related to the planning, design, and construction of school facilities
- The role of State and local governmental jurisdictions and agencies in the planning and design of school facilities
- Principles of budgetary planning and control, including claiming funds across a multitude of funding sources
- Principles of contract administration
- Principles of project management
- Organization and management of records
- Capabilities of computer applications and hardware used in facilities planning, design and construction

### Ability to:

- Provide advice and technical assistance on statutory requirements, processes, and guidelines involving various facilities programs
- Accurately interpret and apply appropriate laws, ordinances, codes and regulations to assigned programs
- Recognize critical elements of problem areas, develop and evaluate data, determine solutions, and make recommendations
- Analyze project plans and specifications to ensure projects include appropriate scope, funding, and general contract conditions
- Prepare clear, comprehensive, and effective communications, reports and presentations

Ability to: (Cont.)

Make sound decisions within established guidelines

Establish priorities and meet schedules

Effectively utilize computer and software in the performance of duties

Establish and maintain effective working relationships with administrative staff, representatives of public agencies, consultants, contractors, etc.

Keep accurate and complete records

Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Educational:

Graduation from a recognized four-year college or university, preferably with a major in facilities planning, business administration, public administration, or a related field.

Experience:

Three years of full-time, paid experience in a professional-level administrative staff capacity with the implementation or administration of a facilities construction program. Experience with state funded facilities programs is desirable.

Special:

A valid Class "C" California driver's license.

Access to an automobile.