FACILITIES PLANNING AND DEVELOPMENT DIRECTOR

JOB DESCRIPTION

Under general direction off the Vice President/Assistant Superintendent Business, the Director of Facilities Planning and Development is responsible for the coordination and implementation of the District Facilities Master Plan and for coordination and participation in special District projects as assigned.

SCOPE

The Director of Facilities Planning and Development directs and coordinates the planning and implementation of the District’s Facilities Master Plan and participates in business services and special college projects and governance activities as required.

TYPICAL DUTIES AND RESPONSIBILITIES

- Facilitates the process of maintaining and revising the District’s Facilities Master Plan within the governance process so that the District facilities are fully able to support the Educational Master Plan. (E)
- Develops and submits reports to the administration and the Governing Board specific to project scope, budgets, and schedule status. (E)
- Manages the District’s Facilities Planning and Development Office consultants, designers, engineers and contractors. (E)
- Prepares and submits facilities reports as required by the Chancellor’s Office and other regulatory agencies. (E)
- Communicates status of current and future Facilities Master Plan activities to campus groups as necessary. (E)
- Participates on the District’s Facilities Planning and Advisory Committee (FPAC) and the Safety Committee representing facilities and construction. (E)
- Works with the Purchasing Director to insure project bids and contracts are executed consistent with District policy and regulatory requirements. (E)
- Coordinates facilities requirements with District managers and architects and directs the preparation of plans, specifications and architectural/engineering drawings as necessary to implement new building projects and alterations. (E)
- Develops, implements, and disseminates standards, Board policies and administrative regulations as necessary relative to District facilities and construction. (E)
- Recommends and implements risk controls and risk mitigation associated with District facilities and construction. (E)
- Prepares periodic activity and special project reports, research data and materials. (E)
- Interprets and maintains compliance with federal, state, and local laws and regulations. (E)
- Chairs or serves on college committees as required or assigned, and participates in professional organizations when appropriate to assignment.
- Performs related duties and/or projects as assigned.
QUALIFICATIONS

Education and Experience:

- Bachelor’s degree in engineering, business administration or closely related discipline, or equivalent and five years of increasingly responsible management experience including project management.

Desirable:

- Project management professional certification (PMP).

Ability to:

- Plan, organize, direct, administer, review evaluate assigned facilities-related services and formulate program policy recommendations to implement the district’s master plan and other goals and objectives in accordance with local, State and federal law.
- Read, comprehend, and interpret complex codes and regulations relating to area of assignment.
- Gather, compile, and analyze data.
- Apply pertinent laws, rules and regulations.
- Write and communicate effectively.
- Develop and maintain effective working relationships with students, faculty, staff and representatives of public and private agencies.
- Process and maintain accurate, complex records.
- Consistently perform under the pressure of deadlines and other administrative demands.

SUPERVISION RECEIVED

The duties and responsibilities of the Director of Facilities Planning and Development are performed under the general direction of the Vice President/Assistant Superintendent Business.

AUTHORITY / RESPONSIBILITY

The Director of Facilities Planning and Development is responsible for providing leaderships for all components of the District’s Facilities Master Plan and performs at the District level.

Adopted: June 5, 1989
Revised: September 13, 2004