

**ASSISTANT VICE CHANCELLOR, FACILITY PLANNING
& DISTRICT CONSTRUCTION & SUPPORT SERVICES**

CLASS SUMMARY

Under the direction of the Vice Chancellor of Business Operations and Fiscal Services, plan, organize, direct, administer, review and evaluate district-wide facilities programs and services encompassing facilities planning, construction and overall district facilities maintenance standards. Directly supervises the Director of District Construction and Support Services and the Construction Supervisor and staff assigned to the Facility Planning Department. This is a classified position.

SPECIFIC RESPONSIBILITIES

Responsible for the day-to-day supervision and evaluation of the Director of District Construction and Support Services, Construction Supervisor and staff assigned to the Facility Planning Department.

Ability to work professionally and cooperatively with district-wide planning and facilities committees.

Review and evaluate effectiveness of assigned personnel, programs and services; assure the development and implementation of corrective actions, improvements or additional programs and services as necessary.

Direct, administer and supervise the planning, organization and coordination of major district-wide facilities related programs and services and facility master planning activities.

Supervise programs and support services which link expenditures of district controlled funds and district approved activities with the accomplishment of district-wide goals and objectives.

Assure the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and district regulations; informs the Vice Chancellor and other district staff of the status of assigned functions, programs and services.

Organize and meet with the district-wide staff to plan, develop and implement effective programs and provide support services in assigned areas of responsibility.

Advise the Vice Chancellor on Board of Trustee agenda items and management issues involving the programs and services of the district, including recommendations for new or revised Board Policies and Administrative Regulations.

Attend district-wide committees, task forces and Board of Trustee meetings as required. Represent the district at local, state and national meetings and serve as the district representative on related committees and commissions as appropriate.

**ASSISTANT VICE CHANCELLOR, FACILITY PLANNING
& DISTRICT CONSTRUCTION & SUPPORT SERVICES cont'd**

Assure the development of the annual budget for assigned programs and services, monitor and control expenditures of funds related to all projects under the Facility Planning Department. Monitor and control bond projects and state funded projects including scheduled maintenance (deferred maintenance). Negotiate contracts for leases of district facilities.

Oversee and assist in the development of strategic plans for facilities and operations in compliance with appropriate local county and state agencies; ensure that construction projects are completed in a timely and cost effective manner.

Implement standards and procedures for the new facilities planning and construction, renovation of projects, cost and schedule controls and planning review.

DESIRABLE QUALIFICATIONS GUIDE

Minimum Qualifications

Bachelor's degree in engineering, architecture, construction management, urban planning, or other discipline related to area of assignment and ten years of increasingly responsible facility planning and management experience in areas noted. Possession of a valid California driver's license and a driving record acceptable to the District.

Preferred Qualifications

A Master's Degree plus experience working in or with public educational agencies is preferred. Demonstrated experience in managing local bond and state funded projects and using facility and project management software is preferred. Experience working in a California community college facilities management position is desirable.

Knowledge and Abilities

- Principles of management, supervision and public administration
- Local, state and federal laws governing construction of community college facilities
- Facilities related programs and services of a California community college district
- District operations, organization and policies experience
- Legislative acumen and media perception
- Local economic conditions
- Communicate effectively orally and in writing with diverse constituencies within and outside of the district
- Plan, organize, direct, administer, review, evaluate assigned facilities related services and formulate program policy recommendations to implement the District's Educational Master Plan, Facilities Master Plan and other goals and objectives in accordance with local, state and federal laws.