

TITLE	CLASSIFICATION	SALARY RANGE
Senior Director, Capital Projects	Management Team Classified Administrator	36

SCOPE OF POSITION:

Under the direction of the Superintendent/President, plan, organize, and direct the coordination and implementation of the Capital Projects of the District; establish and implement the District’s Measure H bond; provide leadership to large groups of design and construction professionals through a multi-year implementation plan; supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Collaborate with District staff to ensure that capital projects meet the needs and expectations of the educational programs and services in support of the educational mission.
2. Collaborate with faculty, staff, students and community members to develop and implement needs assessments and other studies and surveys for targeted populations served by the project; compile statistics for use in designing and developing new and modified project services, goals and future service delivery changes; participate in strategic planning; make recommendations for project modifications.
3. Communicate and exchange information with faculty, staff, students, business representatives, other educational institutions, funding and governmental agencies, community organizations, and the general public regarding District project policy, partnerships, grants and other funding resources, project goals and outcomes, program review, and strategic planning.
4. Develop documentation for the Facilities Master Plan (FMP) team to link the facilities master plan to the education master plan; work with educational planning consultants on an appropriate documentation to justify the needs at District locations.
5. Research and prepare statistical, financial, demographic and other reports; prepare grant applications, narratives, presentations, surveys and needs assessments; meet with clients and project partners to conduct needs assessments to determine appropriate project services; prepare informational updates and presentations to the Board, Citizen’s Oversight Committee and others.
6. Work with Facilities Planning and Operations staff to ensure compliance with District facilities policies, procedures and standards; assist in the development and augmentation of policies and procedures.
7. Ensure compliance related to public works design and construction; ensure maintenance of and compliance with District design standards including sustainability and energy efficiency goals and policies.
8. Ensure proper close-out of capital projects including complete Division of the State Architect (DSA) close-out, project archiving and submission of records and materials to the facilities operations team.
9. Develop communication tools to inform the District and community on bond activities; prepare information for the bond webpages, newsletter and social media.
10. Provide technical expertise, information and assistance to the Superintendent/President regarding assigned functions.
11. Plan, organize and implement long and short-term programs and activities designed to develop assigned projects and services.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. Develop and prepare budgets and financial plans; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; make recommendations for changes to budgets, staffing, facilities, supplies and equipment.
13. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop, monitor and evaluate staffing needs; provide training and educational opportunities for District personnel to maintain and upgrade technical skills to optimize service to users.
14. Apply the terms and provisions of collective bargaining agreements, State and federal laws and District Board policies and administrative procedures in personnel matters.

KNOWLEDGE OF:

1. Planning, organization and direction of capital projects.
2. Applicable sections of the California Education Code, Public Contract Code, Uniform Building Code, California Building Code, Cal OSHA, Americans with Disabilities Act, other related statutes; and District policies and procedures.
3. Chancellor's office funding mechanism, State Capital Outlay Program, and DSA protocols and procedures.
4. CalGreen, LEED certification and US Green Building Council standards.
5. California Environmental Quality Act process and requirements.
6. Architecture, design, engineering and construction terminology.
7. Publically-financed capital improvement program reporting and procedures.
8. Budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision and training.
11. Interpersonal skills using tact, patience and courtesy.
12. Prepare and deliver oral and written presentations.

ABILITY TO:

1. Plan, organize, and direct the coordination and implementation of the Capital Projects of the District.
2. Establish and implement projects funded by the District's Measure H bond.
3. Effectively train, supervise and evaluate the performance of assigned staff.
4. Read and understand technical data and information.
5. Prepare presentations and other relevant material.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.

ABILITY TO – Continued

11. Meet schedules and time lines.
12. Work independently with little direction.
13. Plan and organize work.
14. Direct the maintenance of a variety of reports, records and files related to assigned activities.
15. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Master's degree in architecture, engineering, business, construction management or related field.

EXPERIENCE

Significant experience in construction management, construction, architecture, engineering or related field.