



**San Jose/Evergreen Community College District**  
**DIRECTOR, FACILITIES AND BOND PROGRAM**

**Position #:** 1515100

**Required Documents:**

Cover Letter, Resume/CV, Transcript Bachelor's Degree (Must include Award/Confer Date)

**Position Types:**

Executive/Administrative/Managerial

**Classified Position Type:**

Executive/Administrative/Managerial

**Department:**

Administrative Services

**Posting Date:**

07/10/2015

**Work Location:**

District Office

**Position Status:**

Full-time

**Salary Range:**

\$126,888- \$150,372 Annual Salary (Range 34: Management Salary Schedule Fiscal Year 2014-2015). Starting placement is generally at Step 1.

**Benefits Available:**

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Manager, Supervisor, and Confidential positions also include 22 vacation days, 17 holidays, 12 sick leave days and 6 administrative leave days per year.

**Position Summary:**

The Director, Facilities and Bond Program Management reports to the Vice Chancellor of Administrative Services located at the District Office. This is a full-time classified management position, 12 months per year; Monday - Friday; 8:00 a.m. - 5:00 p.m.

**Position Purpose:**

Reporting to the Vice Chancellor of Administrative Services, plans, organizes, and provides leadership in the development, administration and direction of District construction and renovation projects; prepares long-range Scheduled Maintenance programs. Plans and directs implementation of the District's bond program and construction projects; provides management oversight in collaboration with campuses, technical input, and coordination between the District management and staff, vendors, contractors and campuses for the successful implementation of multiple projects from inception to completion. Performs liaison duties with city, county, state government and other regulatory agencies regarding facility use, traffic interaction, utilities and commercial leases; establishes energy conservation policies and projects. Monitors the implementation of current and future bond related construction projects.

**Duties and Responsibilities:**

The Director of Facilities and Bond Program Management oversees employees, programs of the Facilities department, bond funded Construction Program Manager, construction activities and related personnel. The Director is responsible for the District's facility planning, construction, and facilities maintenance, and District's compliance with Federal, State, and local safety, and environmental regulations.

The following duties and responsibilities are typical but not limited to the following:

1. Oversee and provide support for the activities of the program management firm, numerous architectural firms, and other design and technical consultants.
2. Work directly with the campuses to insure that project design and construction meets the needs and expectations of the educational programs and services.
3. Prepare, revise, and monitor various programming, design and construction related schedules, and budgets for all major District projects.
4. Monitor construction projects, maintain and initiate schedule changes as necessary; direct and review the work of architects and other consultants.
5. Assist in overall planning and decision-making of routine maintenance, repairs, and ongoing District facility needs.
6. Assist in preparation, submission, and review of construction projects and maintenance cost estimates.
7. Review architectural drawings for errors, omissions, and problems; initiate design changes to correct and improve.

8. Ensure work accomplished complies with current building codes, construction, and safety laws and regulations.
9. Approve contractor work and authorize payments; assist Materials Services in obtaining formal bids.
10. Develop District's Five-Year Capital Outlay Construction Plan, annual facility Space Inventory, and capital Outlay Budget change proposals for State funding of projects.
11. Develop the District's Five-Year Scheduled Maintenance program and submit funding proposals for specific projects to the State.
12. Assure compliance with the District's Injury and Illness Prevention Program, Hazardous Materials Business Plans, and other programs related to safety and environmental regulations.
13. Ensure that the District meets regulatory requirements; establish local policies and procedures; conform to Federal, State and local regulations while continuing operation.
14. Develop long- and short-range plans for the maintenance of the physical assets of the District, identify alternative funding possibilities; submit capital outlay funding requests; and obtain other state funding. Coordinate the preparation of Facility Master Plans with the colleges.
15. Establish and administer the department's budget plus construction budgets; insure the college facilities meet educational needs.

**Knowledge, Skills, and Abilities:**

Knowledge:

1. Project and construction management.
2. Hazardous materials regulations, contract law, and Office of Regulation Services policies.
3. Uniform Building Code, California Architectural Barriers Laws, California Occupational Safety and Health Act, American with Disabilities Act.
4. State of California Capital Outlay and Scheduled Maintenance Programs for Community Colleges and Division of Architect (DSA).
5. Legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.
6. Generally accepted construction principles and practices as related to public works and schools.

7. California Public Contracts Code, methods of purchasing and contract administration in a community college environment.

8. Methods, practices, equipment, supplies used in facility maintenance and construction; building and safety regulations.

9. State labor laws, including Workers' Compensation and other related statutes.

10. Principles and practices of higher education organization and structures.

11. Policies and procedures related to community college and funding, business management, budget preparation and administration.

#### Skills and Abilities:

1. Communicate effectively both orally and in writing, including writing complex proposals.

2. Determine the need for maintenance and repairs and to plan and schedule such work; prepare and interpret plans and specifications; estimate costs of maintenance and construction projects.

3. Manage major construction and renovation projects effectively.

4. Principles of project management and supervision.

5. Organizational / Leadership / Supervisory / Time management / Problem solving.

6. Presentation skills.

#### **Special Licenses, Certificates, etc.:**

1. Possession of a valid California Driver's License.

#### **Minimum Qualifications:**

##### EDUCATION AND EXPERIENCE

1. Bachelor's degree or equivalent from an accredited college or university in engineering, architecture, construction management or related field.

2. Four years administrative experience in a related field.

3. Public construction experience.

4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, gender identity, cultural, disability, and ethnic backgrounds of the

students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

5. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

**Desired Qualifications:**

1. Master's degree.
2. Budget preparation and administration.
3. Bilingual abilities, desirable.

**Physical Demands:**

Environment:

1. Typical office environment; subject to some travel to conduct work and physical activities.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

**About San Jose/Evergreen Community College District:**

The San Jose/Evergreen Community College District consists of two colleges. The metropolitan San Jose City College located just minutes from downtown San Jose, established in 1921, and the park-like Evergreen Valley College located in southeast San Jose at the foot of the Diablo Mountain range, which opened in 1975. The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2014, with enrollment of approximately 16,000 per semester, and an extremely diverse student population (Hispanic/Latino 26%, Black/African-American 4%, Asian/Pacific Islander 25%, American Indian/Native American 1%, White/Caucasian 8%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse management team consisting of 24% Hispanic/Latino, 20% Asian/Pacific Islander, 16% Black/African-American, 20% White/Caucasian, and 20% Others, as well as encouraging applications from all qualified, outstanding applicants.

**Equal Opportunity Employer Statement:**

San Jose/Evergreen Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws.

**CONTACT:**

Human Resources/Employment Services, 40 S. Market Street, San Jose, CA 95113, (408) 270-6414.

**Application Procedures, Notes and Contact Info:**

Interested applicants **MUST SUBMIT ONLINE ALL** of the following materials by the closing date to be considered for the position (Posting at: <https://sjeccd.hiretouch.com>. Click "APPLY"):

1. A completed online San Jose/Evergreen Community College District POSITION APPLICATION
2. COVER LETTER (Must state how you meet ALL the minimum qualifications in EDUCATION and EXPERIENCE as described in the job announcement Minimum Qualifications section. Also, state how you meet other qualifications)
3. RESUME, and
4. TRANSCRIPT(S) - NOT DIPLOMAS - (unofficial or official copies) for stated degrees (having confer/award dates) or courses. Official transcripts will be required prior to employment start date should the position be offered. If foreign degrees, must submit Equivalency Certification (See #6 of the Instruction Section below).

**ABOUT TRANSCRIPTS:**

If you do not have an electronic version of the transcript, you can get it scanned at Office Max, Office Depot, Staples, etc.; then attach the electronic version of your transcript to this online application at the later part of the application process.

For assistance, contact:

Office of Human Resources, Employment Services  
40 S. Market Street, San Jose, CA 95113

Phone: (408) 270-6414 Fax: (408) 239-8818  
Email: [Hremploymentservices@sjeccd.edu](mailto:Hremploymentservices@sjeccd.edu)  
Web site @ <https://jobs.sjeccd.edu>. or [www.sjeccd.edu](http://www.sjeccd.edu).

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