

**Executive Director, Facilities Planning**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

Under the direction of the Associate Vice Chancellor of Construction and Facilities Planning or assigned supervisor, the Executive Director, Facilities Planning is responsible for the leadership, management and direction of all capital and physical facilities planning activities within the three (3) colleges and district office of the Kern Community College District. The Executive Director develops and manages the State mandated plans and programs administered through the California Community College Chancellor's Office, including the annual physical Space Inventory, the Scheduled Maintenance Five-Year Plan, including Physical Plant and Instructional Support Certification and the Five-Year Construction Plan, including Initial and Final Project Proposals. The Executive Director is also responsible to coordinate all local facilities planning activities within the three (3) colleges and the district office of the District.

## **Examples of Duties**

1. Provide leadership in the strategic oversight and implementation of a variety of programs, projects and activities related to the planning of new, remodeled, and renovated District facilities.
2. Responsible for the oversight of the development of the District's Capital Outlay Five-Year Construction Plan submitted annually to the California Community College Chancellor's Office along with the required FUSION reports.
3. Oversight of budget administration for the assigned area including plan, develop, and administer the annual budget, monitor, control and authorize expenditures; and maintain appropriate records and documentation according to policies and procedures.
4. Responsible for the management and oversight of the development of Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) and ensures their timely submission to the Chancellor's Office.
5. Maintain responsibility for the development, implementation and requests for State funding for the District's Scheduled Maintenance and Hazardous Substance Removal programs.
6. Responsible for the timely and successful submission of the annual Space Inventory report to the California Community College Chancellor's Office.

### Examples of Duties (continued)

7. Provide individual project planning services for all District Capital Outlay, Scheduled Maintenance and special funded construction projects. Responsibilities include oversight of the analysis and documentation of program requirements, functional space needs and possible alternatives.
8. Provide planning support to college strategic planning committees and other administrative committees.
9. Serve as a liaison between the District and the California Community College Chancellor's Office in relation to all facilities planning activities, including pending changes in legislation that may affect District projects and proposals.
10. Act as a liaison between design consultants and District and college planning committee's as well as college facilities maintenance staff.
11. Select, supervise, train, and evaluate the work of assigned personnel; plan, direct, coordinate and review work plan for assigned area and staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; work with staff to identify and resolve problems.
12. Solicit and manages the work of outside planning consultants.
13. Coordinate planning processes with college presidents, vice presidents and District level administrators.
14. Act as the planning interface for the District with local jurisdictions and other public agencies such as city government, county government, Cal Trans and school districts.
15. Responsible for the timely and successful submission of the annual Scheduled Maintenance Five Year Plan to the California Community College Chancellor's Office.
16. Develop concepts, reports, position papers, projections and feasibility studies on current and projected enrollment and capacity load ratios for proposed District programs pertaining to facilities requirements and possible fund sources.
17. Prepare Requests for Qualifications (RFQ's) and requests for Proposals (RFP's) solicitations to secure planning consultant services.
18. Represent the Kern Community College District at meetings as assigned.
19. Prepare and deliver presentations to College committees, District administrative committees, community groups and the Board of Trustees.

20. Maintain an understanding of current ideas, research and practices pertaining to the responsibility for this position, through continued study and participation in professional organizations.
21. Participate in local, regional and State activities and programs to promote the Kern Community College District and the California Community College system.
22. Respond to and resolve difficult and sensitive inquiries and complaints
23. Perform other related duties as assigned.

## **Minimum Qualifications**

Bachelor's Degree in architecture, business administration, public administration, planning or a related technical field AND a minimum of six (6) years of increasing complex experience in one or more of the areas of planning, design or construction. Equivalent: Candidate can substitute twenty (20) years of experience in the areas of planning, design or construction.

- Valid California driver's license.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## **Desirable Qualifications**

- Master's Degree in a related field of study from an accredited institution.
- Experience in managing the capital planning processes in California Community Colleges.
- Demonstrated experience in the selection and management of planning and design consultants.
- Experience working in the FUSION database, the California Community College database for all mandated planning reports and plans.

## **Knowledge and Abilities**

Knowledge of:

- Mission of the California Community Colleges and community college programs.

- Uniform Building Code (UPC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), Americans with Disabilities Act (ADA), and other related statutes.
- State of California Capital Outlay and Scheduled Maintenance Programs for Community Colleges and Division of State Architect processes.
- Legal and practical regulations of project design, bidding, management, and close-out of construction contracts.
- California Public Contracts Code and Education Code.
- Microsoft Office software products.
- Construction budget estimate preparation using California Community College cost guidelines.
- Space utilization standards for California Community Colleges.
- Generally accepted architectural and planning principles and practices as related to public works and community colleges, institutions of higher education and schools.
- Methods, practices, equipment, and supplies used in facility maintenance and construction, building and safety regulations.
- Overall knowledge of institutional planning, design, construction methodologies.
- FUSION, the database used for California Community College planning activities.
- Leadership and management techniques and practices.
- Principals and practices of budget development and administration.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Plan, manage, direct, and provide effective leadership for the various components and functions of a comprehensive facilities, operations, and facilities planning program for a multi-college district.
- Interpret and apply applicable federal, state, and District policies, laws and regulations.
- Formulate policy and procedures.
- Conduct strategic planning; plan, organize, and effectively utilize resources.
- Interact successfully and professionally with District staff at all sites, as well as external vendors, Chancellors Office staff, other government agency representatives, and the public.
- Provide direction to administrators on facilities, operations, and facilities planning goals and objectives.
- Conduct meetings and serve on committees.
- Prepare and administer large and complex budgets.
- Communicate orally and in writing at an administrative level; and work collaboratively with a large and diverse group of constituents.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

- Establish and maintain effective working relationships with those contacted in the course of work.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
2	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 40 pounds.
4	Ability to carry 40 pounds.
4	Ability to operate office equipment.
3	Ability to work in a construction environment.
4	Extensive driving requirement.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

(Date)

\_\_\_\_\_  
(Supervisor's Signature)

(Date)