



West Valley - Mission

Community College District

CLASS SPECIFICATION

VICE CHANCELLOR, FACILITIES DEVELOPMENT & OPERATIONS

Executive Management Position (Exempt Status)

Executive Salary Schedule

DEFINITION

To serve as an executive officer and to be responsible for the operation of a major district-wide function; to administer and manage the facilities development and operations function and participate in district policy making; and to provide highly responsible and complex administrative support to the Chancellor.

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the Chancellor.

Exercises direct supervision over assigned management, professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan, and implement district-wide goals and objectives, policies and procedures relative to facilities management, operations, and construction functions.

Coordinate facilities development and operations division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor and Board of Trustees; attend and chair district-wide committees and councils as directed by Board policies or the Chancellor.

Act in the capacity of program manager for the district bond construction program; prepare construction specifications and cost estimates as appropriate; assure administrative oversight and organization of major capital construction projects, including the planning, design, working drawings and construction of new facilities and renovation projects.

Organize, coordinate, and direct the implementation of the district's general, preventative, and scheduled maintenance programs, including preparation of a 5-year scheduled maintenance plan.

Develop, implement, and manage energy conservation strategies for retrofitted, remodeled and new facilities.

Meet with and provide support to the Citizens' Bond Oversight Committee for the district bond program.

Plan and coordinate the scheduling of construction projects to assure facilities meet the program requirements of the district; work with management in preparation of construction and maintenance project budgets and schedules.

Prepare, coordinate, and direct the implementation of the district's educational and facilities master plans; ensure preparation of the state's 5-year capital outlay construction plan; coordinate the development of any Initial Project Proposals and Final Project Proposals as required by the State Chancellor's Office.

Serve as liaison between management and construction personnel; ensure compliance with applicable codes, regulations, laws and standards of practice which govern facilities, maintenance and operations activities.

Exercise highest-level oversight of division and/or department budgets; participate in assessing, planning, and implementing capital projects funded by bond measures; participate in the preparation of state and federal grant applications.

Review and evaluate effectiveness of assigned staff, programs, and services; oversee recommendations for the selection of staff.

Participate as a member of the Chancellor's executive management team for the district.

Attend board meetings and make oral presentations; confer with college administrators and members of executive staff regarding board agenda items and management issues involving programs and services of the district, including recommendations for new or revised policies and procedures.

Represent the district or division to other educational institutions, outside groups and organizations; participate in outside community and professional groups and committees.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of design and construction for community colleges.

Principles and practices of institutional planning, design and development of public works projects.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state, and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration, and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct, and control the administration and operations of the facilities division.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Promote a student-centered culture that ensures access, sustains educational excellence, fosters student development and supports high levels of student achievement.

Prepare and administer budgets.

Develop and implement policies and procedures.

Read, understand, and interpret construction plans, drawings, specifications, and cost estimates.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret, explain, and apply state and federal laws and regulations, and district and division policies, procedures, rules, and regulations.

Select, supervise, train, counsel, discipline, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of increasingly responsible experience in facilities management, including four years of administrative and management responsibility.

Education:

Equivalent to a Master's degree from an accredited college or university with major course work in architecture, construction management, engineering, public administration, or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Executive/Administrative/Managerial

Date Approved: August 9, 2023