

MAY 2018
FLSA: EXEMPT
SALARY GRADE: AB
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSOCIATE VICE CHANCELLOR, FACILITIES PLANNING & DEVELOPMENT

BASIC FUNCTION: Under the direction of the area Vice Chancellor, the Associate Vice Chancellor, Facilities Planning & Development is responsible for the administration and management of planning, design, and construction functions and activities for the Riverside Community College District, in coordination and consultation with internal and external District stakeholders. The position ensures that the District plans, designs, and builds capital projects that are functional, sustainable, well designed, and cost effective.

SUPERVISORY RESPONSIBILITIES: Facilities Planning and Development staff and other assigned staff. Serves as District liaison for consultants and contract staff.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Responsible for the day-to-day administration of all capital planning activities, project design and development, and construction activity for major and minor capital projects, including remodel, renovation, and new construction throughout the District.
2. Consults and coordinates with the colleges to ensure capital projects are planned, designed, and constructed in accordance with legal requirements and Board policies and procedures.
3. Recommends and implements policies and procedures to increase efficiencies, improve staff productivity, and assure quality practices and products.
4. Leads, directs, supervises, and evaluates assigned staff to ensure a high performance environment; establishes performance requirements and personal development targets.
5. Consults and coordinates with the colleges to develop the District's Five-Year State Capital Construction Plan, annual Space Inventory, Scheduled Maintenance, and other reports.
6. Consults and coordinates with the colleges to ensure the implementation of Long Range Education Master Plans and Long Range Facilities Master Plans via reports, studies, and special projects related to the planning, design, and construction of capital projects.
7. Plans, estimates, and administers department budget; maintains various reports to accurately account for general obligation bond allocations and project commitments, and ensures agreement with information maintained in the District accounting system.

8. Manages land use and real estate planning and development for the District.
9. Collaborates with District stakeholders to provide administrative oversight and representation in the selection, supervision, and contract management of consultants, and other professionals; makes recommendation for contract award.
10. Maintains an accessible and equitable bidding environment to maximize participation and promote fair competition, ensuring competitive bids and quotes are received.
11. Consults and coordinates with colleges to serve as the primary resource in maintaining aesthetic standards and regulatory code compliance.
12. Presents regular updates and progress reports associated with planning, design, and construction activities to committees, Board of Trustees, and community groups.
13. Serves as District liaison with the State Chancellor's Facilities Planning and Utilization unit; participates in local, regional, and state activities and programs.
14. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: A bachelor's degree in a related field and a minimum of five (5) years of progressively responsible experience in planning, design, and construction in higher education institution or comparable organization. Experience must include a minimum of two (2) years of leading and managing a design or facilities department; or an equivalent combination of training and experience. Master's degree in a related field is desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF:

1. California Community Colleges California Capital Outlay and Deferred Maintenance Programs Space Inventory Program.
2. Uniform Building Code (UPC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, Education Code, Americans with Disabilities Act (ADA), and other related statutes.
3. Budget preparation, processing, and project cost estimating/accounting.
4. Legal and practical aspects of capital project design, bidding, management, and closeout of construction contracts.
5. Generally accepted architectural, planning, and construction principles and practices as related to public works and community colleges, institutions of higher education, and schools.
6. Methods of purchasing and contract administration in a community college environment.
7. Methods, practices, equipment, and supplies used in facility maintenance and construction, building, and safety regulations.
8. Overall knowledge of institutional planning, design, construction methodologies, and sustainable design.
9. Leadership and management techniques and practices.

10. Project finance, management and delivery; including management of contracts, bids, consultants and contractors, and facility development.
11. Bond use planning, real estate regulations and requirements.

ABILITY TO:

1. Exercise sound independent judgment based on a working knowledge of assigned area.
2. Identify problems, develop alternative solutions, achieve solution consensus in a complex environment, and execute decisions.
3. Serve and attend to “Owners” and serve and facilitate the needs of multiple stakeholder groups.
4. Effectively prioritize workload to set and meet aggressive goals, deadlines and commitments.
5. Compile and interpret statistical, visual, legal, and technical data, documents and reports.
6. Communicate effectively, including the dissemination of technical concepts and analysis to a variety of audiences.
7. Maintain current knowledge of emerging practices and technology pertaining to the areas of responsibility.
8. Organize, direct, and successfully implement planning, design, and construction of capital projects in a higher education setting.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Staff, faculty, administrators; federal, State, and local agencies; contractors, engineers, architects, and consultants.

WORKING CONDITIONS: Normal office and construction environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.