



Associate Director of Bond Program Planning and Construction

Management Range: 19

Board Approved: 06/13/24

P. 1|6

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Associate Director of Bond Program Planning and Construction oversees and implements District's functions associated with the Bond Program for the campuses; provides management oversight in of major and minor capital projects at a campus site; serves as liaison between the program management team, architects, contractors, campus administrative personnel, and maintenance staff; provides technical expertise regarding construction processes and procedures.

Coordinates and implements the District's policies and functions associated with local participation and raises awareness about various opportunities the District has to offer, local, minority, women, and veteran-owned (Local/MDE/WBE/Veterans) enterprise programs through trade associations, community events, and written communications.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; leads by example; actively participates in and supports Campus-wide participatory governance components and activities and other collaborative processes; encourages professional excellence among the staff and consultants; promotes an organizational culture of customer service, innovation, and quality services; and advocates for the ongoing maintainability, functionality and operability of the Campus during the planning, design, procurement, construction, commissioning and post-construction phase for Campus local bond projects.

This position is a full-time management position, based on the availability of Bond Program capital improvement funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serve as district administrator of Bond Program facilities improvement projects.
2. Coordinate, assist and participate in the selection process of architects and other consultants, development of plans and specifications and for all assigned facilities improvements, including coordination with district support services, program management team, campus administration and representatives of local, county, state and federal agencies.
3. Manages, supervises, and evaluates Campus Project Manager and other assigned personnel.
4. Management, supervision, and evaluation of the Program Manager, Program Management Team, as well as the Construction Management Team.
5. Manages and monitors program level and project schedules, budget and change orders; collects related data; and prepares reports and analyses.



Associate Director of Bond Program Planning and Construction

Management Range: 19

Board Approved: 06/13/24

P. 2|6

6. Works with administration and appropriate committees to identify facility's needs, reconciles planning and construction of Bond Projects with District, Campus, and Educational Master Plans
7. Oversees preparation and management the Five-Year Construction Plans, Quarterly Reports, State Funding Claims and other documents required by the State Chancellor's Office.
8. Oversees composition and implementation of all Bond Program policies, procedures, program level budgets, schedules, and activation.
9. Ensures implementation of district wide sustainability and zero-net energy initiatives for all projects within the Bond program.
10. Closely coordinates activities related to health, safety and emergency management to ensure all needed safety measures are implemented during construction and closeout of projects.
11. Assists in coordination and presentation of Bond Program/Project reports, updates, and presentations to the Executive Vice Chancellor, Committees, Cabinets, and Board of Trustees as assigned.
12. Develop, analyze, and implement of Bond Program construction projects; monitor and oversee programming, design, and construction-related activities relative to the Bond Program endowment; Participate and monitor various programming, design, and construction related activities, including the work of architects, contractors, and other consultants.
13. Coordinate and ensure the collaborative development of projects including participation of campus administration, maintenance and operations, and representative departmental stakeholders to include faculty, staff, and management personnel.
14. Ensure project consistency with the needs and expectations of educational programs and services and compliance with the District's Bond Program Capital Improvement Program.
15. Provide technical expertise, information and assistance to the campus administration regarding construction needs, plans, priorities, and procedures. Assist the Bond Program Manager in the preparation, solicitation, and review of bids, proposals, and administration of contract documents related to capital construction projects; Provide recommendation to multiple concurrent projects, including assisting in the development of project schedules and budgetary cost controls, reviewing architectural drawings and bid documents.
16. Actively participate in and support District-wide participatory governance activities, support the campus administration, as related to facilities capital improvement and maintenance coordination issues.
17. Review and authorize payments, related to construction activities, and maintain project fiscal controls and cost management.
18. Coordinate project review or approval from the Division of the State Architect, local municipal authorities, and the District's Office of Environmental Health & Safety; coordinate permit applications as necessary.
19. Monitor projects to ensure compliance with District and campus standards, specifications, policies, and procedures, including inspection of completed projects for accuracy, completeness, and compliance with established contracts.



Associate Director of Bond Program Planning and Construction

Management Range: 19

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P. 3|6

20. Review and evaluate project progress and determine necessary actions to resolve problems; assist in the preparation and maintenance of records, reports, and files related to projects, contractors, plans, specifications, financial activity and assigned duties.
21. Assist in preparation of recommendations and justifications regarding facilities improvement budget requests and request authorization for expenditures according to district policies and applicable regulations.
22. Provide on-going assistance of capital improvement projects; monitor document status for all assigned projects including for example submittals, requests for information, field clarifications, change orders, schedules, pay requests and as built documentation.
23. Assist in administering project budgets, schedules, logistics, status reports and claims; approve expenditures including change orders to ensure construction of new facilities in accordance to plans and specifications within the approved scope, budget and time frame.
24. Monitor and evaluate project design and construction operations and activities and coordinate corrective actions as necessary; evaluate work products and results of supervised consultants and contractors; assess problem projects for recommendation.
25. Coordinate installation of project utility company services including electrical, gas, potable and recycled water; assist with procurement and installation of furniture; assist with move-in of new facility.
26. Coordinate closeout of projects including punch list, submittals, training of maintenance and operations personnel, filing of Notice of Completion, and Division of the State Architect closeout; and approval of final payment and release of retention monies.
27. Enter data related to capital improvement projects into data management software using specified applications.
28. Ensure the timely and accurate processing and maintenance of records, reports and files related to assigned facilities planning and construction projects, including drawing files of buildings, floor plans and campus site plans to maintain documentation of existing District and campus facilities.
29. In support of BP6610, conducts outreach to Local/MBE/WBE/Veteran-owned enterprises, community groups, business and trade organizations, unions, education agencies, and the public concerning the procurement policies and procedures applicable to doing business with the District.
30. Reports Local/MBE/WBE/Veteran bond program performance to the Board of Trustees, Chancellor, and Executive staff for public distribution.
31. Directs and administers the successful implementation of the District's Community Benefits Agreement.
32. Manages Capital Outlay and Revenue Bond Funds, including the preparation of schedules and reports for the Citizens Bond Oversight Committee, the annual compliance audit and other requirements.
33. Promotes Uniform Cost Accounting Procedures (UCCAP) program participation to local contractors and provides registration assistance.



Associate Director of Bond Program Planning and Construction

Management Range: 19

Board Approved: 06/13/24

P. 4|6

34. Works with district program manager and other consultants, contractors and sub-contractors ensure public work competencies of local contractor and trade businesses.
35. Performs detailed contract compliance procedures using applicable platforms to monitor prompt payment and the utilization of Local/MBE/WBE/Veterans in all construction contractor, design construction management, and professional services contracts.
36. Develops and cultivates relationships with businesses and program management team to coordinate and leverage resources in support of the District's Local/MBE/WBE/Veterans board policy.
37. Assumes additional managerial duties as appropriate to the position; performs other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of facilities planning and construction programs.
- Principles, practices, method and procedures of facilities planning and construction project management; capital improvement; facilities bond programs and financing; and public contracting.
- State capital planning standards and specifications.
- Building technologies, complex building design and construction standards issues.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Public works bidding process and applicable laws.
- Building codes, construction delivery methods, building methods and materials.
- Principles, practices and procedures involved in public contracts, purchasing and contract administration.
- Principles, practices and procedures of Division of State Architect (DSA) requirements.
- General practices and procedures involved in public contracts, purchasing and contract administration.
- Principles and practices for construction cost controls and document controls.
- Computer systems and software applications related to the design and construction, including but not limited to Computer Aided Design (CAD) and Building Information Modeling (BIM).
- Applicable local, State and Federal laws, codes, ordinances, regulations, policies and procedures.

Ability to:

- Oversee and participate in the management of a comprehensive facilities planning & construction management program and activities.
- Participate in the selection and recommendation for the program consultants and contractors.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.



Associate Director of Bond Program Planning and Construction

Management Range: 19

Board Approved: 06/13/24

P. 5|6

- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret building specifications and drawings.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilities planning and construction management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan, organize and direct the preparation, distribution, review and approval of planning, construction, contractual, architectural and engineering documents, correspondence and related materials.
- Analyze problems, identify alternative solutions, project consequences, and implement recommendations effectively.
- Inspect completed projects and contractor work for accuracy, completeness and compliance with established contracts, standards, and specification.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in Engineering, Architecture, Construction, Construction Management, Business Administration from an accredited college or university in a related field.

Required Experience:

- Five years of increasingly responsible experience involving the management of construction projects, including supervisory or lead responsibility and administering/monitoring of construction contracts.

License Requirement:

- Possession of a valid California driver's license.

Preferred Experience:

- Experience in the California Community College facilities planning, construction management and capital improvement or facilities bond and financing experience.
- California registered Architect or Engineer.
- Certified Construction Manager (CCM), Certified Project Manager Professional (PMP), Associate or Certified by Design Build Institute of America (DBIA).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the



Associate Director of Bond Program Planning and Construction

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P. 6|6

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments and may be exposed to occasional hazards of construction sites and extreme weather conditions. Travel between sites is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.