CLASS PURPOSE

Under the general direction of the Vice Chancellor of General Services directs and coordinates the District-wide Planning and Development for all four campuses, working as an integral part of the Department of General Services Executive Management Team, creating and establishing district-wide design, procedure standards, best practice for the facility planning and modernization of District facilities.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assist with budget development and preparation for all capital building projects under Measure A funding.
- Manage the selection processes for master list of architects, master list of PM/CM firms and miscellaneous consultants.
- Manage and assist with the development of the District-wide Facilities Master Plan; participate in creating estimated project budgets for future bonds and contract negotiation.
- Conduct and manage Feasibility Studies, if necessary.
- Create project timelines and budgets.
- Coordinate interim housing and the management of design and construction of swing spaces, before and after construction.
- Responsible for land and property acquisition, planning and development of building changes and reconveyances.
- Conduct activities required for the disposal of surplus property.
- Conduct and manage district activities for California Environmental Quality Act (CEQA), when required.
- Responsible for the District Long-Range Facility Master Plan, including the compilation of demographics and land use detail.
- Conduct studies and special research projects to identify significant trends and District facility needs.
Job Description: Facilities Planning and Development Manager

- Update geographic information system (GIS) and assist in enrollment projections, boundary planning and space optimization.
- Analyze available funding sources for construction and modification of facilities.
- Coordinate, plan and design new construction and modernization projects to incorporate educational, economic, and aesthetic concerns.
- Assist in the preparation of applications and reports to appropriate Federal, State and local government agencies acting as the District’s liaison.
- Attend local and state meetings acting as the District’s liaison with the State Chancellor’s Office and at other local city and governmental agency meetings.
- Serve as the District liaison to project architects, engineers and inspectors.
- Assist in the development of contract specifications, bid documents, and coordination of bid process.
- Plan appropriately to adhere to legislation related to Community College facilities.
- Assist the District with facility capacity load ratios using the State Chancellor’s Office Fusion software program.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. A Bachelor’s Degree in architecture, engineering, business/public administration, environmental design or related field.
2. Adaptability, flexibility, good judgment, pleasant demeanor, dependability, ability to work effectively under pressure, and ability to work independently.
3. Three years responsible experience in facilities planning or related work, including one year in an educational organization in a management or supervisory capacity.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

Knowledge of:
- Theories of educational facility design; state facilities guidelines and land use planning practices.
- Public finance methods including bonding and special tax assessments.
- Demographics and research methods.
- Public bidding and construction processes, methods and requirements.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies and procedures.
- State school building program and OPSC regulations.
Job Description: Facilities Planning and Development Manager

- Operations of state agencies including the State Chancellor’s Office, the Department of Toxic Substances Control (DTSC) and OPSC.

Ability to:
- Provide leadership and direction to the District’s program for the planning and construction of facilities and the management of land and physical resources.
- Conduct research, prepare and present oral and/or written reports and publicly represent the District in a professional manner.
- Read and interpret technical documents.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze problems and develop solutions.
- Plan and organize work.
- Use computers and modern technology
- Meet schedules and time lines.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships.
- Maintain steady, regular attendance.

LICENSE: A valid California Department of Motor Vehicles Driver’s License.

ENVIRONMENTAL DEMANDS
Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES
The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13