

DESERT COMMUNITY COLLEGE DISTRICT

EXECUTIVE DIRECTOR, BOND PROGRAM AND FACILITIES PLANNING

THE POSITION

Serve as the executive responsible for all aspects of the District's Bond Program and Facilities Planning, including oversight of capital improvement projects funded by bond measures and other sources, technical direction over college facilities management activities, and provides District leadership with advice and counsel on architectural/engineering design and construction projects. Provides counsel on project execution, including planning, programming, design, construction, and closeout. The District has locations in Palm Desert, Indio, Mecca/Thermal, and Desert Hot Springs, and is in development of a location in Palm Springs. The Executive Director reports to the Superintendent/President.

Strong knowledge of industry standards, building accessibility requirements, contract language applicable to the design and construction industry is required. Computer literacy with word processing, spreadsheet, and similar applications is required. Strong verbal skill and written communication skills are required. The ability to communicate with the College community, the public, and the media regarding planning, design, and construction issues is required. The ability to gather and thoroughly analyze information in order to make well-founded recommendations to the College's senior administration is required. The ability to work collegially with a wide variety of constituencies possessing various levels of planning and design knowledge is required. Knowledge of, respect for, and competency to engage with diverse cultures and individuals is required

The Executive Director, Bond Program and Facilities Planning, will sustain integrity of the recognized College of the Desert campus built environment. Movement towards this end exists from the campus community of students, faculty, staff, and administrators, alumni, and the Board of Trustees. This position also receives input from the citizens of the District, including the professional design community. In essence, this position is charged with monitoring the collective project capability in terms of design and fit with other District facilities and the available assets of the College.

REPRESENTATIVE DUTIES

1. Provide leadership and direction over strategic and long-range planning and ongoing operational activities related to bond and capital projects.
2. Collaborate with the Bond Office to control the capital improvement and bond projects of the District.
3. Develop, implement, and monitor plans to achieve assigned goals and objectives; participates in developing, implementing, and evaluating programs, plans, systems, and procedures.

4. Develop and implement a comprehensive construction plan to support District's Educational Master Plan. Document the District's needs and solicit state funding for major construction projects. Assess, track, and review capital construction and improvement projects.
5. Develop and produce timely and accurate compliance reports as required by federal, state and local agencies. Direct the analysis and preparation of reports covering complex construction and bond management projects.
6. Coordinate closely with the Bond Office and the executive administration of the District to review, evaluate, and make carefully considered recommendations to the executive administration regarding design, alterations, remodeling, and estimated costs and proposals for work. Participate in the evaluation of designers, architects, engineers, and construction contractors. Participate in the review of progress schedules and cost estimates, and review construction activity at all District locations, as well as the analysis of surge space.
7. Coordinate and develop systems for maintaining legal compliance of bond and construction management projects; monitor federal and State grants and projects to ensure compliance.
8. Prepare and administer budgets within assigned functions; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.
9. Confer with District's Legal Counsel on the resolution of claims, legal cases, and other disputes arising from the District's facilities management and bond programs.
10. Under direction of the Superintendent/President, represent the District and negotiate real estate transactions.
11. Assess sustainability choices and collaborate on the District's sustainability strategy. Within scope of responsibilities, implement sustainability technologies and operations, and ensure compliance with environmental regulations.
12. Monitor asset management and space utilization and make recommendations.
13. Ensure compliance with District policies and procedures and applicable local state, and federal laws, regulations, policies and procedures; update policies and procedures as necessary. Manage Environmental impact process and tracking.
14. Research, compile, prepare, and submit reports; conduct special studies; compile data and prepare Board agenda items. Gather and analyze data in support of projects and prepare special reports as directed.
15. Participate in statewide activities, specifically with the State Chancellor's office; serve as advocate for District.
16. Responsible for the selection of District staff assigned to this position; plan and evaluate the performance of assigned staff; establish performance requirements and professional development targets; regularly monitor performance and provide coaching for performance improvement and development.
17. Coordinate activities and programs, resolve issues, conflicts, and exchange information. Serve and respond to needs and requests as they arise; develop and maintain effective relationships with college faculty, administrators, and staff as appropriate to assigned duties.

18. Develop and meet schedules and timelines, organize multiple projects efficiently and effectively, and carry out required project details.
19. Conduct and attend meetings as necessary; participate on committees; represent the District at a variety of meetings, events, and conferences.
20. Seek and participate in professional development activities.
21. Represent the College with on-campus and off-campus groups and organizations related to planning, design, and construction issues.
22. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Ability to exercise honesty, consistency, and sound judgment; ability to work in the interests of the college as a whole; ability to work in a participatory governance setting; understanding of community college students, their diverse ethnic and cultural backgrounds, and the wide variety of their ages and educational goals as found on a community college campus; and a demonstrated ability and commitment to work with people from diverse populations.

Extensive knowledge of applicable state and federal laws, codes, rules, and regulations; knowledge of Division of State Architect regulations and procedures. Knowledge of principles and practices of architecture and engineering as applied to the design and construction of a variety of capital construction projects. Knowledge of sustainability strategies, technologies, and outcomes. Knowledge of the principles of business law, contract law, and public contracting.

Strong verbal, written, and interpersonal communication skills; communicate effectively with diverse constituencies, within and outside the District. Command of the principles, methods, techniques, and strategies pertaining to bonds, construction management, capital improvements, and real estate transactions; general bond expenditure rules and regulations; legal mandates, operational procedures, and strategies related to bonds, construction, real estate, and capital improvement projects; project management techniques.

The Executive Director will monitor, advise, counsel, and recommend approval of all physical change to College of the Desert facilities at all locations, whether from outside consultants or internal sources, to ensure that each alteration is compatible with design and planning guidelines, the recommendations of the College of the Desert's administration, and the Board of Trustees.

MINIMUM QUALIFICATIONS

Any combination equivalent to: Bachelor's degree from an accredited educational institution preferably with a major in architecture, engineering, facilities management, or related field, and 10 years of full-time experience in strategic or operational experience in the management of capital design and construction projects, and experience in the management of multiple capital design and construction projects of \$100 million or more. Registered Architect or Professional Engineer preferred.

LICENSES AND OTHER REQUIREMENTS

Current Architect or Engineer License Preferred. Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment with exposure to weather elements. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility.

EMPLOYMENT STATUS

Leadership: Classified Administrator

Leadership Range 14

Board Approved: 2/10/2017, 2/21/2025