

## Contra Costa Community College District – Classification Specification

### Vice Chancellor Of Facilities Planning and Construction

#### Definition

The Vice Chancellor of Facilities Planning and Construction leads, manages, and oversees all aspects and phases of capital construction bond, real estate, and major facilities maintenance, renovation, and construction projects in multiple bonds, state, and locally funded capital improvement programs Districtwide. The Vice Chancellor of Facilities Planning and Construction serves as a member of the Chancellor's Cabinet and fosters a culture of program and project integrity, collaboration, mutual respect, innovation, and continuous improvement throughout the District.

#### Supervision Received and Exercised

- The facilities planning team, including District and consultant capital improvements program staff, reports directly to the Vice Chancellor of Facilities Planning and Construction.
- The Vice Chancellor of Facilities Planning and Construction reports directly to the Chancellor.

#### Examples Of Duties

- Advises the Chancellor on policies and strategic matters related to capital construction bonds, capital improvement programs, real estate, planning, and maintenance, renovation and construction projects and other physical plant related issues.
- Leads strategic and long-range facilities planning for new construction and improvement projects throughout the District to ensure implementation of approved plans.
- Works with District and College senior management teams to develop capital outlay and scheduled maintenance projects.
- Assists in the development of Educational Master Plans and Facilities Master Plans which accurately represent the educational requirements of students, faculty, and staff needs.
- Leads a team of staff and professional consultants in the development and execution of capital improvement renovation and construction projects.
- Ensures that all colleges receive modern, safe, efficient facilities, and effective planning, design, and construction contract administration during all project phases.
- Develops and recommends construction policies, procedures, and goals for review and approval by the Chancellor.
- Develops and implements department strategies, business practices, and processes to continually improve program effectiveness and project execution.
- Oversees and ensures continuous improvement of facilities planning through reengineering, assessment of best practices, input from users and customers, and application of new technologies and solutions.
- Manages and evaluates the overall program master schedule, scope, risk, and budget Districtwide to ensure projects are within scope, budget, and schedule within the parameters of various capital improvement and capital construction bond programs.
- Prepares and administers the District's facilities planning and construction budgets.

**Salary Grade:** *Contract*

**EEO Category:** *Officials & Administrators*

**Represented Status:** *Contract Administrator*

**Effective Date:** *05/01/11*

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- Leads the development of District standard contract templates, forms, and documents.
- Directs the development of professional services requests and contracts, leads District and college leaders in best-value source selection, and acquisition of professional services for all capital improvement programs.
- Directs development of District's facility projects, including plans and specifications, bid documents, contract awards, construction change orders, and contract completion acceptances.
- Works with Purchasing and Finance staff to ensure all program elements are in compliance with Federal, State, Local, and District laws, regulations, and policies.
- Develops, analyzes and presents planning data to assist the Presidents, and Chancellor in conceptualizing new centers, colleges and facilities.
- Serves as the main real estate point of contact for all district real property and improvements.
- Advances and implements energy conservation strategies for retrofitted, remodeled or new facilities.
- Serves as the interface for the District with local, state and federal agencies and with related business representatives and community members.
- Assists in the oversight of employee, student, and public safety in Districtwide facilities, buildings, and construction locations.
- Creates and provides quarterly capital improvement program reports to the District Governing Board and the Citizens' Bond Oversight Committee.
- Represents the District at meetings with local public agencies, business organizations, community groups and others.
- Directs and evaluates the work of facilities planning department staff members and consultants.
- Performs such other duties assigned or delegated by the Chancellor.

### Education/Experience

- A bachelor's degree in architecture, construction management, engineering, or related field from an accredited college or university.
- Ten years of increasingly responsible experience in architectural and engineering design, construction management, real estate and facilities planning, and facilities maintenance and capital improvement programs.
- Five years of experience in a senior leadership, executive, or managerial position managing multiple real estate, utility, maintenance and construction, and capital projects.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff.

Adopted: This classification was adopted by the Governing Board 01/31/07

Revised: 02/25/15; 01/24/19

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