

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Director, Bond Program Management (2 positions)

Job #07-012

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Director, Bond Program Management**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Executive Director of Facilities, Operations, and Construction Management, plan and direct the implementation of the District's bond program (Measure "C") and construction projects at Foothill or De Anza College. Provide management oversight in collaboration with campuses, technical input, and coordination between the District management and staff, vendors, contractors and college for the successful implementation of multiple projects from inception to completion. Oversee and provide support for the activities of the program management firm, numerous architectural firms, and other design and technical consultants. Work directly with the college to insure that project design and construction meets the needs and expectations of educational programs and services. Prepare, revise, and monitor various programming, design and construction related schedules, and budgets for all major college projects. Direct and review the work of architects and other consultants. Assist in overall planning and decision-making of routine maintenance, repairs, and ongoing college facility needs. Assist in preparation, submission, and review of construction projects and maintenance cost estimates. Review architectural drawings for errors, omissions, and problems; initiate design changes to correct and improve plans. Ensure work accomplished complies with current building codes, construction, and safety laws and regulations. Approve contractor work and authorize payments. Assist Material Services in obtaining formal bids. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to staff. Support, implement, and promote compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education and encourage cultural and ethnic diversity in staffing, curriculum, programs, and services. Maintain a safe work environment, enforcing safe work practices. Report and investigate accidents, maintain necessary documentation, and require employees to receive mandated training including appropriate training in hazardous materials handling, storage, and disposal. Assure training is updated as required. Accountable and liable for department or division non-compliance with hazardous materials regulations.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. A Bachelor's degree or equivalent in a related field.
3. Four years administrative experience in a related field.

PREFERRED QUALIFICATIONS:

1. A Master's degree.
2. Experience in budget preparation and administration.
3. Knowledge of job cost accounting.
4. Knowledge of Uniform Building Code (UBC), California Architectural Barrier Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, American Disabilities Act (ADA), and other related statutes.
5. Knowledge of State of California Capital Outlay and Deferred Maintenance Programs for Community Colleges and Division of Architect (DSA).
6. Knowledge of California Public Contracts Code and Education Code.
7. Knowledge of legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.
8. Knowledge of generally accepted construction principles and practices as related to public works and schools.
9. Knowledge of methods of purchasing and contract administration in a community college environment.
10. Knowledge of methods, practices, equipment and supplies used in facility maintenance and construction.
11. Knowledge of building and safety regulations.

In addition, successful candidates will demonstrate the following knowledge and abilities.

1. Ability to communicate effectively both orally and in writing, including writing complex proposals.
2. Ability to determine the need for maintenance and repairs and to plan and schedule such work.
3. Ability to prepare and interpret plans and specifications.
4. Ability to estimate costs of maintenance and construction projects.
5. Ability to manage major construction and renovation projects efficiently.
6. Knowledge of the principles of project management and supervision.

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APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

Hiring Range: \$96,975-\$100,582

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent,
12 months per year.

STARTING DATE: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:
Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: [employment @fhda.edu](mailto:employment@fhda.edu)
<http://www.fhda.edu>

The successful applicant will be required to provide proof of authorization to work in the U.S.