

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Executive Director, Facilities, Operations and Construction Management

Job #07-041

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Executive Director, Facilities, Operations and Construction Management**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Vice Chancellor, Business Services, plan, organize, and provide leadership in the development, administration and direction of: (1) facilities master planning, (2) District construction and renovation projects; and (3) maintenance and preservation of District facilities. Establish and administer a budget in excess of \$7M plus construction and bond program budgets. Oversee the implementation of bond construction programs. Insure college facilities meet educational needs. Negotiate contracts for the District to lease privately owned buildings and spaces. Perform liaison duties with city, county, state government and other regulatory agencies regarding facility use, traffic, utilities and commercial leases. Establish energy conservation policies and projects. Supervise, develop, and evaluate Plant Services employees. Oversee and act as liaison for state funded programs including capital outlay, deferred maintenance and hazardous material funding. Provide implementation planning; select, contract with, and review the work of construction program managers, design professionals, and other consultants. Provide management reports to the Board of Trustees. Work with attorneys to provide legal support. Establish local policies and procedures and conform to federal, state and local regulations and requirements. Develop long- and short-range facilities plans and identify alternative funding possibilities. Submit capital outlay funding requests; and obtain other state funding. 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. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to staff. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training including appropriate training in hazardous materials handling, storage, and disposal and that 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, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree or the equivalent.
3. Ten years working with facilities and construction management, five of these years in a management position.

PREFERRED QUALIFICATIONS:

1. Master's degree in related field.
2. Knowledge of bond program and construction management.
3. Knowledge of the State Capital Outlay Program.
4. Knowledge of hazardous materials regulations, contract and construction law, and the Division of State Architect policies.
5. Knowledge of high voltage electrical distribution systems.
6. Knowledge of the uniform Building Code, California Architectural Barriers Laws, California Occupational Safety and Health Act, and the Americans with Disabilities Act.
7. Knowledge of California Public Contracts Code.
8. Knowledge of state labor laws, including Workers' Compensation and other related statutes.
9. Knowledge of state funding administration.
10. Knowledge of business management.
11. Knowledge of the principles and practices of higher education organization and structures.
12. Knowledge of policies and procedures related to community college and funding.

In addition, successful candidates will demonstrate the following:

1. Presentation skills.
2. Knowledge of the principals of energy conservation and management.
3. Knowledge of principles of construction management.
4. Knowledge and experience in planning, maintaining, and constructing facilities in a campus environment.
5. Effective management of major construction and renovation projects.
6. Effective leadership in a diverse environment.
7. Effective supervisory skills.
8. Ability to understand complex construction documents.
9. Ability to communicate effectively both orally and in writing, including writing complex proposals and producing written market-oriented material.

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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, religious, and cultural backgrounds, disability, 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: \$120,291-\$126,301

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

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
<http://www.fhda.edu>

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant