

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Furniture, Fixtures and Equipment (FF&E) Coordinator

Job #07-159

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Furniture, Fixtures, and Equipment (FF&E Coordinator)**, De Anza College.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Director of College Services, provide overall direction and guidance to the day-to-day operations, problem solving and decision-making, regarding the acquisition and installation of Furniture, Fixtures and Equipment (FF&E) for the Measure C Bond according to district, federal or state guidelines. Coordinate and oversee furniture/equipment moves and related activities. Provide work direction and guidance to others (i.e. vendors and service contractors). Provide regular reports to management on the status of FF&E and move schedules, furniture/equipment procurement, and set-up. In conjunction with the Director of Budget and Personnel, implement program policies and guidelines regarding the acquisition of FF&E and monitor budgets assuring program expenditures are within allocated budgets. Develop bid specifications and work in conjunction with Purchasing on purchase requisitions and bids. Propose budget changes and participate in project budget applications. Prepare purchase requisitions, coordinate fiscal reports, and consolidate purchase requisitions and requests from multiple departments and programs, serving as the primary contact for Measure C FF&E. Ensure building conditions support special equipment and furniture requirements (i.e., power, data and space) during design phase and/or prior to procurement. Coordinate "not in contract" work with Plant Services and/or ETS for new equipment or furniture. Communicate outstanding punch list items impacting the activation of FF&E to appropriate Measure C personnel. Develop and maintain inventory for college FF&E. Conduct regular meetings to communicate, review and revise plans and procedures regarding moves and the procurement and installation of FF&E. Develop, recommend and implement program schedules for the procurement of FF&E. Coordinate and actively participate in the moving, delivery, and set-up of FF&E services to multiple college programs and departments across a large campus. Serve as liaison between college staff and Measure C Bond program managers, engineers, designers and contractors. Coordinate the inclusion of college FF&E standards in project designs. Assist in the development of Measure C schedules and program details. Coordinate activities with other college divisions/departments. Perform related duties as assigned.

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. Any combination equivalent to a Bachelor's degree.
3. Five years related work experience.
4. Valid California driver's license.

In addition, successful candidates will demonstrate the following:

1. Knowledge of developing and presenting plans and schedules.
2. Knowledge of planning and coordinating day-to-day activities and operations of FF&E procurement and move management.
3. Knowledge of budget development, monitoring and control.
4. Knowledge of project management and coordination methods.
5. Knowledge of methods of purchasing and contract administration.
6. Ability to make public speaking presentations.
7. Ability to coordinate several programs simultaneously.
8. Ability to provide for program reporting and accountability, preparing comprehensive program reports and reviews.
9. Ability to establish and monitor program/project budgets, maintaining accurate records.
10. Ability to provide work direction and guidance to other contractors, vendors and various college personnel.
11. Ability to establish and maintain cooperative and effective working relationships with others.
12. Ability to communicate effectively both orally and in writing.
13. Ability to analyze situations accurately and adopt an effective course of action.
14. Ability to interpret, apply and explain rules, regulations, policies, guidelines and procedures.
15. Ability to operate a computer and assigned office equipment.
16. Ability to meet schedules and timelines.
17. Ability to work independently with little direction.
18. Ability to plan and organize work.
19. Ability to coordinate and participate in the set-up, delivery, and arrangement of furniture installation and moves across a large campus.

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APPLICATION MATERIALS:

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. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Furniture, Fixtures and Equipment (FF&E) Coordinator.
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.

CONDITIONS OF EMPLOYMENT

Salary: \$4,897.18 per month plus benefits; level N-56

Position: Full-time, Permanent, 12 months per year
Occasional evening and weekend work may be required.

Starting date: As soon as possible upon completion of the search process.

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>

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.

All interviewing costs incurred by applicant are 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>