



PERALTA COMMUNITY COLLEGE DISTRICT
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Berkeley City College - College of Alameda - Laney College - Merritt College

CLASSIFIED MANAGEMENT JOB VACANCY

DIRECTOR OF FACILITIES AND COLLEGE OPERATIONS

LANEY COLLEGE
OAKLAND, CALIFORNIA

The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, sexual orientation, disability or genetic information, gender identity or expression, citizenship status, veterans status, status with regards to public assistance, or any other characteristic protected by federal, state or local law, in any of its policies, procedures or practices.

The Chancellor is pleased to announce the official search process to identify and select a **DIRECTOR OF FACILITIES AND COLLEGE OPERATIONS** for Laney College. The Peralta Colleges are located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking an individual who will become part of the Chancellor's team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The District serves six cities in the East Bay. The Peralta Colleges have a reputation for developing effective approaches to serving the varied interests and needs of the community. The District was founded in 1964, serves 29,000 students, and is one of the top community college districts in California in transferring students into the University of California system.

Laney College, in the heart of vibrant, multicultural downtown Oakland, features the cosmopolitan atmosphere and human energy of a big-city university. Laney is adjacent to the Oakland Museum of California, blocks from historic Chinatown and a pleasant stroll from Lake Merritt.

Since 1948, Laney has provided educational opportunities to students throughout the East Bay and beyond. Serving approximately 14,000 students each semester, Laney reflects the incredible diversity of the community that surrounds it and provides opportunities to traditionally underserved populations. Dozens of languages are spoken on Laney's campus each day.

The school boasts a proven track record of success with exceptional educational programs. The college was given full accreditation by the Accrediting Commission for Community and Junior Colleges (ACCJC) in summer 2009 – a distinction awarded to only five community colleges out of the 27 reviewed that year. In addition, Laney ranks among the top community colleges in California in transferring students to U.C. Berkeley.

Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

THE POSITION

Under direction, the Director of Facilities and College Operations is responsible for custodial operations for college buildings and grounds, storeroom, facilities, rentals, and keys. Also, the Director of Facilities and College Operations supports the Director of Business and Administrative Services and leads the effort to coordinate with District General Services regarding plan, design, review and integration of college construction projects, maintenance of buildings, grounds and equipment and energy conservation programs.

DUTIES AND RESPONSIBILITIES

- Direct supervision and performance evaluation responsibility for staff in the following administrative units: Custodial, Storeroom, Mailroom, Communications and Facilities Rentals.

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- Develops and manages the department budget for college facilities and operations, utilities and vendor services including discretionary budget and position staffing.
- Supports the Vice President of Administrative Services in the development of the five year Facilities Plan, development of the facility department budget, monitoring of bond funds allocated to the college facility and construction projects and other budget related matters.
- Responsible for all business units and staff within the Office of Administrative Services in the absence of the Director of the Vice President of Administrative Services.
- Directs the scheduling, assignment and review of all work related to campus custodial services, telecommunications, and mailroom and storeroom services.
- Coordinates with District General Services to ensure preventive and scheduled maintenance processes for college buildings, structures and grounds are implemented in accordance with Total Cost of Ownership principles and while serving as the lead for the College Facilities Planning Committee and college representative on the District Facilities Planning Committee.
- Coordinates with District General Services to assure college buildings, structures, grounds and equipment are repaired in a timely manner and in accordance with established standards.
- Provides direction and support services for facilities planning, including expansion, design and modification of existing facilities and construction of new facilities.
- Consults with District General Services and other appropriate officials regarding the overall maintenance and operation function of the leased facilities, to assure optimum availability and utility of facilities.
- Coordinates with District General Services to ensure the campus is provided adequate campus security services by Peralta Police Services and contracted security guard service provider(s).
- Develops and implements policies and procedures to ensure the campus is provided adequate campus security and protection of college buildings, grounds and property. Serves as the lead for the College Health and Safety Committee and representative on the District Safety Committee.
- Under the supervision of the Vice President of Administrative Services, organizes administrative tasks associated with facilities renovations and the processing and maintenance of facilities-related documents, reports and minutes.
- Manages various facility related contracts including utility bills, pest control contracts, equipment maintenance (except copiers and printers) and etc.
- Manages the college's waste management and recycling program in coordination with District General Services.
- Monitors utility use and coordinates with District General Services on the college's energy conservation programs.
- Coordinates all consultants and contractors related to facilities and grounds.
- Coordinates with District General Services on the management and control of various District wide systems, including computerized work order and preventive maintenance, building maintenance, security, fire alarm, emergency phone, and parking lot ticket equipment.
- Proposes changes to and maintains department procedure manuals and job desk manuals for all major job functions within department.
- Responsible for the training of department personnel in the use of equipment as necessary.

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- Attends and participates in college facilities planning committee meetings in support of the Vice President. Attend meetings regarding status of construction activity.
- Maintains and updates the College Facilities Procedures Manual. Also, proposes changes to and maintains policy and procedure manuals for department systems.
- Processes all work orders for custodian and physical plant services.
- Assist the Vice President in keeping track of outstanding health and safety issues, and suggestions for facility improvements; may transmit information to the Director of Risk Management with regard Laney College issues.
- Prepares yearly facility audit and other relevant reports.
- Develops and recommends any modification to improve department performance, efficiency and effectiveness.
- Performs other duties as assigned by the President.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in Planning, Public Administration, Facilities Management, Engineering, Business Administration or related field AND three (3) years of increasingly responsible maintenance and operations experience at the supervisory or management level; or an equivalent combination of education and qualifying experience that would likely provide the knowledge and abilities to perform the duties of the position.
2. Demonstrated ability to plan, organize, schedule and direct physical facilities and systems, maintenance, grounds and custodial programs.
3. Demonstrated ability to coordinate construction projects with an emphasis on construction project management and scheduling, contract management and administration.
4. Demonstrated ability to plan, organize, market, schedule and direct facility rental operations with direct responsibility for oversight of billing and collecting rental revenue.
5. Knowledge of budgeting and accounting practices.
6. Possession of a current valid California Department of Motor Vehicles Driver's License, and must be insurable under the Peralta Community College District's current automobile policy.
7. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
8. Ability to communicate effectively, both orally and in writing.
9. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Possession of a Master's Degree from an accredited college or university in a related field.
- Knowledge of energy conservation principles and practices.
- Knowledge of educational facility design and planning; state regulations and guidelines.
- Knowledge of the architectural field and/or other construction type disciplines such as structural or civil, etc.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

- Ability to maintain awareness of new and changing techniques and technology in facility systems.

ENVIRONMENTAL AND PHYSICAL CONDITIONS

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.