

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PLANNING AND FACILITIES COORDINATOR

SUMMARY DESCRIPTION

Under direction of the Senior Director of Business, Operations, and Facilities Planning, perform a wide variety of complex, specialized, and technical duties in support of the activities, services, and functions of the Business and Operations Department; serve as liaison between the Senior Director of Business, Operations, and Facilities Planning and internal and external individuals, groups, and agencies; and prepare, review, and proof a variety of documents, records, and forms for accuracy, completeness, and compliance with applicable rules and regulations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serve as Assistant to the Senior Director of Business, Operations, and Facilities Planning; perform a wide variety of complex, specialized, and technical duties in support of the Business and Operations Department including in the areas of facility construction, construction bidding, purchasing, maintenance, grounds, custodial, office support services, facilities leasing, facilities planning, and other functions pertaining to Business, Operations, and Facilities Planning. **E**
2. Assist with the development, final preparation, posting, bidding process, and final approval of Requests for Proposals (RFPs) for new construction, modernization, and capital improvement projects; monitor construction bids to ensure all documentation is provided in accordance with the Public Contracts Code and Education Code. **E**
3. Plan, schedule, and organize the completion of bids and RFPs for Governing Board acceptance as complete and for submission to the San Diego County Recorder's Office for recording. **E**
4. Review and analyze construction change order requests; track payment requests for new construction and major capital improvement projects; make recommendations to the Senior Director of Business, Operations, and Facilities Planning for approval; prepare change order information sheets for Governing Board information. **E**
5. Process documents and maintain complete records related to the acquisition of new sites, new construction, modernization, major capital improvement projects, and related bids; compile accurate reports and responses as needed. **E**
6. Verify and prepare consultant monthly invoices for payment approval; track and update vendor payment status in conjunction with accounts payable. **E**
7. Communicate with outside contracts regarding upcoming and current construction and remodeling projects. **E**
8. Serve as liaison within the Business and Operations Department; provide information and assistance regarding department policies, procedures, and practices including regarding facilities and maintenance functions related to major construction projects, scheduled maintenance, and modernization as well as to the College's Environmental Health and Safety Department. **E**
9. Coordinate activities with outside agencies; coordinate with redevelopment agency companies to process agreements, resolutions, leases, and/or MOU's for collaboration by two or more agencies;

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- coordinate with escrow companies to provide property information pertinent for closing documents and to provide District bank information for transfer of closing funds. *E*
10. Assist with the management and tracking of educational/commercial development projects; assist with tracking the approval process for new campuses with local and state agencies; prepare documents for the coordination and approval of new campuses with local and state agencies. *E*
 11. Train and provide work direction and guidance to office clerical personnel, as assigned; select, train, evaluate, and guide student workers; provide assistance to other office staff as needed; recommend new and revised office procedures as appropriate. *E*
 12. Arrange and schedule a variety of meetings and conferences; coordinate meetings between District representatives and outside contractors, architects, and engineers; operate and maintain electronic calendar; make travel arrangements and process District travel forms. *E*
 13. Plan, organize, coordinate, and oversee services, activities, and operations related to facilities leasing and the scheduling of special events and other activities not included in the academic schedule at the District; participate in the development and implementation of goals, objectives, priorities, policies, and procedures for the facilities leasing program; train personnel as assigned and provide work direction to assigned staff; approve contracts and the use of District facilities by District and outside groups. *E*
 14. Arrange and schedule standing committee meetings including Proposition AA Oversight Committee, Land Development Steering Committee, Safety Committee, Educational and Facilities Master Plan Committee, and other committees that may be organized and pertain to the Business and Operations Department. *E*
 15. Receive, review, and prepare for approval all District contracts, agreements, MOU's, and leases submitted for Governing Board approval; track agreements and provides guidelines to originator for requested changes, clarifications, and agenda input summaries. *E*
 16. Assist with the review, tracking, and approval of legal consultation bills. *E*
 17. Collect data to prepare and proof agreements for projects and services for Governing Board approval; review, proof, and track lease agreements for rental space and equipment rental.
 18. Prepare Governing Board items and prepare and process related documents; coordinate, assemble, and prepare all Board agenda items related to new construction, modernization, and major capital improvements bids, planning projects, and new personnel; prepare project disposition and development document packets for Governing Board approval. *E*
 19. Prepare, receive, route, and file various operations manuals, building plans, lists, and related documents; route final as-build construction plans and specification books for archival filing.
 20. Prepare, file, post, and record legal notices as required. *E*
 21. Take and transcribe dictation; prepare and edit a variety of correspondence, memoranda, reports, proposals, and other materials; record and prepare minutes from a variety of meetings; distribute materials as appropriate.
 22. Review and proof documents, records, and forms for accuracy, completeness, and compliance with applicable rules and regulations. *E*

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23. Operate a variety of office machines and equipment including various computer applications. *E*
24. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operation, procedures, and methods of a business, operations, and facilities planning office.
Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code and Public Contracts Code as well as pertinent Health and Safety regulations.
Principles and practices used in analyzing and evaluating programs, policies, and operational needs.
Contract terminology, forms, and documents used in the building and construction trade as well as facilities leasing.
Insurance requirements related to construction in the public sector.
Office management principles and methods.
Principles and procedures of record keeping.
Principles of business letter writing.
Interpersonal skills using tact, patience and courtesy.
District organization, operations, policies, and objectives.
Governing Board practices and policies.
Oral and written communication skills.
Technical aspects of field of specialty.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
English usage, spelling, grammar, and punctuation.

Ability to:

Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.
Perform responsible and difficult construction contract coordination duties.
Oversee facility use schedules and leasing activities.
Analyze and resolve difficult and sensitive situations.
Work confidentially with discretion.
Learn, understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.
Participate in budget preparation and administration.
Participate in the development and administration of policies and procedures related to assigned activities.
Research, compile, assemble, analyze, and interpret data from diverse sources.
Prepare a variety of reports and correspondence related to area of assignment.
Maintain a variety of records, files, and databases.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Use and quickly learn new office support technology systems and software packages.
Type at a rate of speed necessary for successful job performance.
Take and transcribe dictation at a rate of speed necessary for successful job performance.
Make simple arithmetic calculations.
Understand and follow oral and written directions.
Work independently in the absence of supervision.
Plan and organize work to meet schedules and deadlines.

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Train and provide direction to others.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by two years of college level course work in construction inspection or management field; and three years of increasingly responsible technical and/or specialized clerical experience involving frequent public contact in a detail oriented area or program.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight and occasionally lifting heavy packages related to bid; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates