

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, Bond Program Coordination

Unit: Management

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Job Code: C3527
Original Date: 09/2025
Last Revision: 09/2025
Staff Type: Classified
FLSA status: Exempt
Salary Range: 03

DEFINITION

Under the general direction of the Vice President of Administrative Services or an assigned senior administrator, the Director, Bond Program Coordination assists in the planning, coordination, and administration of campus facilities operations, maintenance, and space utilization. This position supports the day-to-day functions of facilities management, ensuring the effective use of college resources, maintaining compliance with safety and regulatory requirements, and coordinating work with contractors, vendors, and college departments to support a safe and functional learning environment.

EXAMPLES OF DUTIES

1. Assist in coordinating daily bond facilities operations, including logistical plans, and bond funded repairs.
2. Support the scheduling and coordination of facilities projects, including renovations, maintenance, and space planning.
3. Monitor and track work orders related to bond funded site improvements, capital renovations and replacements, ensuring timely completion and quality assurance of facilities services.
4. Serve as a liaison in coordination with the District facilities office vendors, contractors, and service providers, ensuring adherence to contracts and college policies.
5. Assist with the selection of furniture, fixtures and equipment procurement of supplies, materials, and equipment needed for projects.
6. Ensure compliance with occupational health and safety regulations, conducting routine inspections and reporting hazards or maintenance needs.
7. Assist in the development and implementation of energy conservation and sustainability initiatives.
8. Maintain records, reports, and documentation related to facilities operations, inspections, and compliance requirements.
9. Provide support for emergency preparedness and response efforts related to facilities and infrastructure. Develop and implement an evacuation plan to ensure the safe and efficient evacuation of all campus personnel in case of an emergency.
10. Work collaboratively with faculty, staff, and students to address facilities-related concerns and provide excellent customer service.
11. Support space planning efforts, including room assignments and event setup coordination.
12. Utilize technology systems to track maintenance requests, asset inventory, and facilities planning data.
13. Plan and coordinate muster point locations and procedures to account for individuals during emergency situations.

14. Oversee the locking and unlocking of campus doors, ensuring security protocols are followed and access is properly managed.
15. Promote diversity, equity, and inclusion in facilities management operations and ensure accessibility for all campus users.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of California Education Code and Title 5 requirements.
Community College organization, operations, policies, terminology, rules, collective bargaining contracts, programs, and objectives.
District organization, operations, mission, strategic objectives, policies, procedures, and rules.
Effective business and bond program operations within a diverse educational and professional environment.
Effective communication methods, techniques, and modes with diverse stakeholders.
Effective principles and practices of office management and records maintenance.
Federal and state laws, regulations, and programs related to administrative services.
Fundamentals of accounting, budgeting, and fiscal reporting.
Modern office practices, procedures, and equipment, including computer hardware and software.
Principles and practices of administration, supervision, and training.
Rules, regulations, laws, and policies governing the preparation of agenda items for meetings of the Board of Trustees.
Software applications, computer systems, and other technology resources used in the administration of administrative services programs.
Working knowledge of General Obligation Bond programs and capital projects administration.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Assemble diverse data and prepare reports.
Communicate effectively, orally and in writing with diverse audiences.
Compose difficult correspondence independently.
Coordinate special events.
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
Effectively relieve the executive manager of routine administrative details.
Establish and maintain effective working relationships with diverse stakeholders.
Exercise judgment and discretion in handling confidential and sensitive matters.
Interpret, explain, and apply complex District laws, rules, policies, and procedures related to the work of the division.
Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.
Maintain complex interrelated files and records.
Maintain composure during stressful and urgent situations.
Make simple arithmetic calculations.
Manage competing priorities and interruptions effectively.
Meet schedules and timelines.
Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to OESF and Bond programs.
Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.
Perform difficult and complex administrative and clerical work.
Prepare and maintain budget documents.

Type/keyboard at 65 words per minute.
Understand and follow oral and written directions.
Work independently and confidentially with discretion.

Training and Experience:

Any combination of training and experience equivalent to: a bachelor's degree from an accredited college or university with major coursework in architecture, engineering, public administration, business administration, or a related field and four (4) years of increasingly responsible experience in construction management, facilities planning and management, or a related field, preferably in the California public education sector; and two (2) years of supervisory experience.

District Values

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Requires some travel between District sites, conferences, and construction and work sites. Incumbent must use personal protective equipment at construction sites and other work settings.