

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Director, OESF and Bond Office Operations

Unit: Management

Page:	1 of 4
Job Code:	C3525
Original Date:	05/2025
Last Revision:	05/2025
Staff Type:	Classified
FLSA status:	Exempt
Salary Range:	05

DEFINITION

Under the general direction of the Executive Operations Officer, the Director, OESF and Bond Office Operations directs, administers, plans, controls, organizes, and implements administrative operations in the Operations, Enterprise Services, and Facilities and Bond program offices. The Director ensures daily office operations, governance meetings, Board policy and administrative procedure development, and Bond program administrative functions comply with District policies and procedures, applicable federal and state law, and standards for effective administrative and bond program management. The Director coordinates inter- and intra-division activities to facilitate effective and efficient budget development, purchasing, service delivery, human resources processes, policy development, and division communications. The position supervises the work of assigned staff within the division and its outside consultants and contractors and ensures efficient, effective, and equitable operations.

EXAMPLES OF DUTIES

1. Implement and oversee administrative functions in the Operations, Enterprise Services, and Facilities division with independent judgement, diplomacy, and discretion in handling complex, confidential, and sensitive matters requiring technical expertise and interpersonal tact with diverse stakeholders.
2. Represent executive management in wide variety of communications providing interpretation, guidance, and direction on District policies and procedures, legal requirements, and effective business processes related to OESF and Bond program functions.
3. Review, research, analyze, and evaluate issues, data, recommendations, and alternatives to implement OESF and Bond program administrative duties and departmental oversight, as assigned; develop, present, and implement recommendations to resolve complex and routine matters.
4. Ensure the OESF and Bond program administrative functions and operations are conducted in compliance with applicable state and federal regulations and laws and District policies and procedures; monitor proposed and enacted changes in laws, regulations, and best practices impacting administrative functions within the California Community College system; develop and propose objectives to increase the effectiveness and efficiency of operations with an emphasis on ensuring equitable outcomes for individuals from diverse communities.
5. Plan, organize, direct, supervise and lead daily administrative operations in the OESF and Bond program offices, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participate in hiring and onboarding new staff, and participate in corrective and disciplinary processes with assigned staff.
6. Evaluate current OESF and Bond program office operations and identify, develop, implement, and revise policies and procedures to maximize effectiveness, efficiency, and equity in services, accuracy in data collection and recordkeeping, and compliance with current legal requirements.
7. Serves as the primary contact for the division for internal and external stakeholders and serve as a liaison between the executive manager and all levels of academic and classified professionals, legislators, and representatives from government and community agencies, auditors and regulators, private business, industry, news media, and the general public; promote and maintain positive staff relations and strong positive public relations with the District's diverse communities.

8. Provide policy and procedure guidance, interpretation, and references to diverse stakeholders in multiple modalities using appropriate judgement and communication protocols. Connect stakeholders with appropriate technical experts with the OESF Division and Bond program office to resolve matters effectively and efficiently.
9. Prepare open and closed session agenda items for meetings of the Board of Trustees and Citizens Bond Oversight Committee, including all supporting documents for distribution to Board members and subsequent Report of Action in Closed Session, if applicable. Review and assess items submitted by a variety of departments and offices for content, accuracy, and legal compliance.
10. Provide timely and effective communications to District and college students and employees; federal, state, and local agencies; auditors; the California Community Colleges Chancellor's Office, and others as necessary for effective OESF and Bond program operations.
11. Prepare agendas and assemble materials for the myriad of meetings, functions, trainings, inspections, review sessions, stakeholder input sessions (among other items, events, and issues) associated with Measure HH and other capital programs and projects administration and oversight by the executive manager; record and transcribe minutes and follow up on agenda items, as necessary.
12. Assist the executive manager in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs for the Division as well as for Measure HH and other capital programs and projects. Assist in the development of grant proposals, RFPs, RFQs, CBOC and Board docket items; advise on procedures to be followed; create and/or collect supporting material.
13. Prepare and process documents for the hiring and onboarding of regular and substitute employees as well as Measure HH and related consultants and contractors; prepare or direct preparation of personnel/payroll documents; coordinate and schedule facilities usage; monitor other department matters on behalf of the executive manager; arrange travel and reservations for staff members for meetings and conferences as necessary; develop itinerary and make travel arrangements.
14. Prepare and submit division budget for approval by the executive manager; recommend budget revisions and expenditures; monitor budget and expenditures; review periodic budget reports to compare actuals against forecasts; provide explanations of variances and make budgetary transfers as necessary. Approve designated administrative purchases and office expenditures; process payments for purchases and contracts; monitor and maintain foundation, trust, and contingency accounts.
15. Establish and maintain complex, interrelated filing systems; maintain payroll and personnel records for certificated and/or classified staff; maintain special confidential correspondence, personnel, and administrative files. Assure timely preparation and maintenance of appropriate records, reports, statistics, and documentation. Act as 'Keeper of the Keys' for the division.
16. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with operational standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with I.T. /Technical staff to make programming changes necessary to meet regulatory requirements; and ensure use of technology resources results in equitable services and outcomes for diverse communities.
17. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
18. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.

19. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity, address equity gaps impacting students, and create an inclusive environment in the OESF and Bond program offices.
20. 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.

License:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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 CONDITIONSPhysical 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.