

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Vice Chancellor, Facilities Management

**Unit:** Executive Management

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**Job Code:** C8115  
**Original Date:** 07/1989  
**Last Revision:** 02/2018  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 22

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### **DEFINITION**

Under the direction of the Chancellor, plan, organize, direct, administer, review, and evaluate a major group of districtwide facilities programs and services encompassing facilities planning, construction and maintenance, hazardous materials management, energy management, property management, architectural services, custodial and grounds maintenance, general services, and college police and parking services in accordance with the District's Educational Master Plan and other goals and objectives.

### **DISTINGUISHING CHARACTERISTICS**

The class of Vice Chancellor is assigned to top-level District administrators responsible for major functions which have substantial districtwide impact. Incumbents report directly to the Chancellor and are a party to the Chancellor's Cabinet.

### **EXAMPLE OF DUTIES**

1. Direct, administer, and supervise the planning, organization, and coordination of an assigned group of major districtwide facilities-related programs and services and Educational Master Planning activities.
2. Operate all aspects of the Facilities Division with the highest possible, irreproachable ethical standards.
3. Supervise programs and support services which link expenditures of District-controlled funds and District-approved activities with the accomplishment of districtwide goals and objectives.
4. Assure the timely preparation, maintenance, and distribution of reports and records as required by federal, State, local, and District regulations; inform the Chancellor and other District staff of the status of assigned functions, programs, and services.
5. Organize and meet with staff to plan, develop, and implement effective programs/support services in assigned areas of responsibilities.
6. Meet with and provide support for the Citizens' Oversight Committee for the District's bond program.
7. Maintain open, ongoing, and deliberate communications with Chancellor's Cabinet members and members of the college and Continuing Education campus communities to maintain an informed District community and to assure a free flow of ideas throughout the District.
8. Provide a climate which encourages staff development in formulation of job objectives and provides for staff participation to achieve the goals and objectives for assigned services.
9. Review and evaluate effectiveness of assigned personnel, programs, and services; assure the development and implementation of corrective actions, improvements, or additional programs and services as necessary.
10. Participate in Chancellor's Cabinet to advise the Chancellor on Board docket items and management issues involving the programs and services of the District, including recommendations for new or revised policies procedures.
11. Attend and chair districtwide counsels, committees, task forces, and meetings, as required; represent the District at local, State, or national meetings and serve as District representative on related committees and commissions as appropriate.

12. Assure the development of the annual budget for assigned programs and services; monitor and control expenditures of funds; negotiate contracts for the lease of District facilities.
13. Review and recommend legislation which could benefit the District and its population/clientele; maintain liaison with appropriate government agencies and national organizations.
14. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Administrative systems and databases to support operational discussions.
- Construction project delivery.
- District organization, operations, policies, and objectives.
- Effective communication skills, both written and oral.
- Facilities-related programs and services of a community college district.
- Fleet Maintenance and Services.
- Green, LEED, and sustainability.
- Hazardous materials control and legislation.
- Legislative acumen and media perception.
- Local economic conditions.
- Local, State, and federal laws governing construction of community college facilities.
- Occupational and Environmental Health and Safety compliance.
- Operation and use of computers and basic software applications.
- Principles of management, leadership, supervision, training, and public administration.
- Project management.
- Real estate and property management.
- Security services.
- Trends in academic and vocational education and adult and continuous education.
- Waste management.

#### Skills and Abilities:

- Commit to shared governance, collaboration, and District goals and missions.
- Communicate effectively with diverse constituencies, within and outside the District.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Establish and maintain effective working relationships with others.
- Lead, manage, direct, supervise, and train personnel.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, organize, direct, administer, review, and evaluate assigned facilities-related services and formulate program policy recommendations to implement the District's Educational Master Plan and other goals and objectives in accordance with local, State, and federal laws.
- Principles of management, leadership, supervision, training, and public administration.
- Promote and maintain high standards for personal and organizational integrity, honesty, and respect for people.
- Work with administrative systems and databases.

#### Training and Experience:

- Any combination of training and experience equivalent to: a Bachelor's degree in engineering, architecture, or other related to area of assignment and six years of increasingly responsible management experience in area of expertise, including two years in an administrative capacity.
- Desirable qualifications include: Green & LEED certification; real estate and property management experience; Occupational and Environmental Health & Safety training.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office, but occasionally inspects facilities containing asbestos and transformers containing PCBs; also may climb on roofs when visiting construction sites.