

Director, College Operations  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=222325>

Downloaded On: May. 8, 2024 12:19pm

Posted Sep. 27, 2023, set to expire May 31, 2024

**Job Title** Director, College Operations  
**Department** Administrative Services  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Sep. 27, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Accounting & Finance  
Administration - Other

**Apply Online Here** <https://apptrkr.com/4635224>

**Apply By Email**

**Job Description**

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**Director, College Operations**

HR EMPLOYMENT/CAREERS

**Closing Date:09/19/23\***

**\*For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Salary Grade:**

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**Full Salary Range:**\$153,518.86 - \$216,016.47 annually\*

\*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range: \$153,518.86 - \$ \$169,254.54 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay, up to \$564 per contract month.

**The Foothill-De Anza Community College District is currently accepting applications for the management position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness

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- Critical thinking

**POSITION PURPOSE:**

Reporting to the Vice President, Administrative Services, supervises and coordinates the activities, services, operations and budgets for Bond Measure projects; oversees the supervision of mail services, grounds and custodial services, Furniture Fixtures and Equipment, and printing services; acts as a liaison to Campus Security, and District Facilities.

Responsible for major renovations and new construction of facilities Responsible for disaster preparedness, safety and hazardous materials management, and college environmental issues.

**NATURE and SCOPE:**

The Director plans and directs the implementation of bond measure projects. Coordinates facilities use and temporary location and relocation of instruction due to construction. Directs related resources such as personnel, budget and independent contractors. Coordinates custodial assistance, repairs and routine maintenance as well as on going facility needs. Leads various design teams and interfaces with architects, construction manager, contractors, and engineers.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Monitor construction projects, maintain and initiate schedule changes as necessary; coordinate activities with construction manager, Bond Program manager, FF&E coordinator, and other appropriate college and district personnel.
2. Direct and review the work of architects and other consultants for closing construction projects at De Anza College.
3. Plan, supervise, and coordinate moves for all college departments and divisions.
4. Coordinate work of maintenance personnel regarding methods and procedures of work, supplies and equipment requirements.
5. Assist in overall planning and decision making for routine maintenance, repairs and on going college facility needs.
6. Assist the Vice President in preparing, submitting and reviewing construction projects and maintenance cost estimates.
7. Prepare, revise, and monitor budgets for all construction and renovation projects.

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8. Supervise and coordinate activities, service operation, and budget for grounds and custodial.
9. In conjunction with the construction manager, review architectural drawings, correct and improve any errors, omissions, problems and design changes.
10. Approve contractor work; ensure construction work complies with safety laws and regulations.
11. Interface with the Division of the State Architect (DSA).
12. Work with architect to update signage standards and ensure all new signage complies with codes.
13. Coordinate process for art installations; manage committee selection processes, schedules, invoices, develop policies and procedures.
14. Oversee facilities rental program.
15. Plan and direct temporary facilities use and relocation due to construction, including coordinating problems that arise due to schedule completion.
16. Inspect buildings and identifies maintenance and repair requirements; prepare work requests to accomplish work.
17. Ensure work accomplished complies with current building codes, construction and safety laws and regulations.
18. Supervise and ensure environmentally sound practices.
19. Chair relevant college committees.
20. Support, implement, and promote compliance with the District's Diversity Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, programs, and services.
21. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
22. Responsible for promoting and enforcing the District's commitment to safety by ensuring that all employees in the department receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required.
23. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Construction management and workflow.
2. Job cost accounting.
3. Uniform Building Code (UBC), California Architectural Barrier Laws (CALABL), California Occupational Safety and Health Act (CalOSHA), California Public Contracts Code, Americans

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with Disabilities Act (ADA), and other related statutes.

4. State of California Capital Outlay and Deferred Maintenance Programs for community colleges and the Division of the State Architect (DSA).
5. California Public Contracts Code and Education Code.
6. Legal and practical aspects of project design, bidding, management, and "close-out" of construction contracts.
7. Generally accepted construction principles and practices as related to public works and schools.
8. Methods of purchasing and contract administration in a community college environment.
9. Methods, practices, equipment and supplies used in facility maintenance and construction.
10. HAZMAT and SEMS regulations and requirements.
11. Principles and practices of educational organizations and structures.
12. Understanding and implementation of shared governance, teambuilding and collaborative decision-making process within and across division/department lines.

**Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals.
3. Determine the need for maintenance and repairs and to plan and schedule such work.
4. Develop and implement strategic planning processes.
5. Prepare and interpret plans and specifications.
6. Estimate costs of maintenance and construction projects.
7. Manage major construction and renovation projects efficiently.
8. Proven leadership and management.
9. Work effectively with diverse students, staff, faculty and administrators individually and as team members.
10. Interpersonal skills.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree in a related field.

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3. Four years experience in an administrative capacity.
4. Experience in budget preparation and administration.
5. Experience in construction/facilities management.

**License and Certifications:**

1. Possession of a valid California Drivers License.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to some travel to conduct work and physical activities.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.



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**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Full-Time, Contract, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

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Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1345?c=fhda>

jeid-7245f401652d114c8871ddb72ada341f

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Administrative Services  
Foothill-De Anza Community College District

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