

Director of Capital Planning and Sustainability
College of Lake County

Direct Link: <https://www.AcademicKeys.com/r?job=269475>

Downloaded On: Dec. 24, 2025 11:56pm

Posted Dec. 24, 2025, set to expire Oct. 8, 2026

Job Title Director of Capital Planning and Sustainability
Department Business Operations Division
Institution College of Lake County
Grayslake, Illinois

Date Posted Dec. 24, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

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

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Job Description

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Full Time
REQ-00000583

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Why choose the College of Lake County for your next opportunity?

The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

Director of Capital Planning and Sustainability

Department:

Business Operations Division

Position Type:

Staff

Job Family:

Administrator

Job Summary:

The Director of Capital Planning & Sustainability serves as a strategic leader responsible for advancing the College's mission through effective capital planning, construction management, and sustainability initiatives. This role advises senior leadership, oversees major capital projects, ensures fiscal and regulatory accountability, and fosters strategic community and industry partnerships. The Director leads efforts to implement the College Master Plan, and support sustainability initiatives.

The role requires strong analytical, strategic, and interpersonal skills; sound judgment; and the ability to navigate the evolving higher-education and government procurement environments with independence and initiative.

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Illinois committed to being an innovative educational institution providing life-changing paths for our students by offering exceptional learning experiences.

Posting Date:

12/12/2025

Expected Start Date:

02/16/2026

Compensation Grade:

D61

Full-Time/Part-Time:

Full time

Location:

Grayslake Campus

Total Hours Per Week:

40

Job Description:

Capital Planning & Department Management (40%)

- Provide administrative oversight for capital construction, renovation, and major deferred maintenance projects, ensuring delivery that meets quality, regulatory, budget, and schedule expectations.
- Manage project programming, budgeting, procurement, contract negotiation, risk mitigation, and compliance with federal, state, and local laws.
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Oversee preparation of specifications, schedules, and public solicitations (IFB, RFP, RFQ, QBS).

- Monitor vendor and contractor performance.
- Serve as primary contact with insurers, risk management, and legal counsel on capital and sustainability contracts.
- Maintain current knowledge of relevant legislation, industry best practices, and regulatory requirements.
- Lead sustainability initiatives, including carbon reduction efforts, LEED-aligned planning, and compliance with environmental regulations.
- Support the IL Green Economy Network (IGEN) and statewide sustainability workforce initiatives.
- Oversee technology systems supporting capital planning (e.g., Workday ERP, Project Teams).
- Manage departmental budgets, procurement, payroll, and records.

Strategic Leadership & Project Oversight (35%)

- Provide values-driven leadership to foster high-performing, customer-focused, and collaborative teams.
- Implement the strategic plan and cultivate a student-centered, community-engaged culture aligned with the College's mission and values.
- Develop procedures and training to improve capital planning processes and service delivery.
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Collaborate with Legislative Affairs Division on upcoming state or federal legislation related to construction or sustainability matters.

- Develop strategic partnerships with architects, contractors, and community organizations to support internships, scholarships, and workforce initiatives.
- Present project updates and recommendations to senior leadership and governance bodies.

Personnel Leadership (15%)

- Direct, mentor, lead, and support department staff; promote continuous learning.
- Provide clear communication, regular feedback, and recognition.
- Support cross-college professional development and sustainability education opportunities.

Other (10%)

- Serve on cross-departmental teams, committees, councils, and shared governance groups.
- Stay current on laws, regulations, and best practices relevant to capital planning and sustainability.
- Represent the College in professional associations and community initiatives.
- Participate in college and community events and perform related duties as assigned.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift,

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carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Additional Information:

The duties listed are intended to illustrate the types of work typically performed and are not exhaustive. The omission of specific duties does not exclude them if they are similar, related, or a logical part of the position. This job description does not constitute an employment agreement and is subject to change as organizational needs evolve

Required Qualifications:

- Bachelor's degree in Architecture, Engineering, Construction Management, or another relevant field
- Seven (7) years of comparable professional experience.
- At least three (3) years of progressive supervisory experience.
- Thorough understanding of the construction management process, and experience interpreting and negotiating AIA and other complex contracts with legal counsel.
- Experience managing multiple projects and improving organizational efficiency.
- Experience with sustainability initiatives and sustainability planning.

Desired Qualifications:

- Master's degree in Architecture, Engineering, Construction Management, or a related field.
- Licensed Architect or Licensed Professional Engineer.
- Bilingual in Spanish and English

Salary:\$110,000-\$121,100 The salary offer in this range will be based on education and experience.

EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

To apply, visit

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https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/Director-of-Capital-Planning-and-Sustainability_REQ-00000583

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Contact Information

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

Contact

Business Operations Division
College of Lake County

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