



Classification Title: Construction and Facilities Planning Compliance Coordinator

Department:	Facilities	EEO6 Code:	3
Employment Group:	Confidential and Supervisory Team	Salary Grade:	48
Supervision Received From:	Director of Facilities	Date of Origin:	September 2023
Supervision Given:	General Direction	Last Revision:	September 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Coordinates, organizes and performs highly responsible professional duties in support of the District-wide construction and facilities compliance; organizes, coordinates and prepares reports for publication and submission to the appropriate state or local agency; maintains data for state-required plans, which may include but is not limited to the Sustainability Master Plan, Capital Construction Projects, Five-Year Construction Plan, Scheduled Maintenance Plan, and other State or Federal programs; and performs related duties as assigned.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists the Director of Facilities and provides a variety of highly responsible support to the related planning committees, writing teams and others in coordinating, organizing and supporting compliance processes including developing, tracking and monitoring process timelines, organizing workflow and structure for report development and producing and submitting reports to the appropriate state or local agencies; maintains documentation on reporting requirements; assists in training college staff on relevant processes and standards.
2. Prepares agendas and takes and transcribes meeting minutes; coordinates review and distribution of agendas/minutes with the Director of Facilities and/or Manager, Construction and Facilities Planning.
3. Attends planning and writing team meetings and serves as a resource person; initiates follow-up on committee and writing group recommendations and maintains records of actions taken; researches, evaluates, recommends and/or completes special projects generated by the teams.
4. Assists in preparing reports for committee/council acceptance and Governing Board approval; researches, compiles, and analyzes a variety of information and data related to assigned area of responsibility; determines appropriate format and presentation of reports/documents; inspects documents, forms, records and other materials for accuracy and completeness; processes documents and forms according to established procedures.
5. Assists in finalizing reports for publication, verifying the accuracy of information and ensuring proper spelling, grammar and punctuation; establishes and monitors timelines for completion, coordinating with other departments and offices and with the printing vendor.
6. Serves as an information resource regarding a variety of policies and procedures related to construction and facilities compliance and assigned plans, including agency standards, reports and requirements; responds to requests and

inquiries on policies and procedures; explains program requirements and/or departmental policies and procedures.

7. Creates and maintains documentation; plans, schedules and conducts individual and group training; plans and schedules regular planning meetings.
8. Maintains District web pages for the assigned areas; prepares documents for posting on the respective web pages; maintains up-to-date reference links on the web pages.
9. Provides support for accountability reporting requirements including local, state, federal and reporting requirements.
10. Assists in resolving unique issues related to related construction and facilities compliance; analyzes and proposes improvements to related policies and procedures.
11. Researches, evaluates, recommends and/or completes special projects requested by the Director, Facilities.

Marginal Functions:

1. Provides other office administrative support as required.
2. Participates in/on a variety of committees, workshops, meetings, and/or other related groups in order to receive and/or convey information.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of experience as an office manager or program coordinator including administrative support duties, and one year of lead or supervisory experience.

Education/Training: A bachelor's degree from an accredited college or university with a degree in business administration, education, or a related field.

Licenses/Certificates: Possession of an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications:

1. Experience taking minutes and writing reports.
2. Experience with construction and facilities planning compliance.

Knowledge of:

1. Construction and facilities compliance standards, policies, reporting requirements and terminology.
2. Rules, policies, procedures and operating practices used in the development of reports to meet state and local reporting standards or an equivalent .
3. Advanced uses of standard business software including word processing, spreadsheet, database, presentation and other applications.
4. Principles and practices of sound business communication including correct English usage, grammar, spelling, punctuation and vocabulary.
5. Principles and practices of fiscal, statistical and administrative report preparation.
6. General methods and techniques used in communications and public relations.
7. Practices and procedures of office administration and support, including maintenance of records and files and operation of office equipment.

8. Project management principles, practices and procedures applicable to the work.
9. Budgeting and accounting principles and practices.
10. Research, analysis, data collection, and report preparation techniques.
11. Applicable federal, state, and local codes, laws, and regulations.
12. Customer service and public relations principles and practices, including the use of tact, patience, and courtesy.
13. Development and maintenance of basic websites and associated software.
14. Principles of employee training and monitoring, including preparing presentation materials.

Skill in:

1. Working collaboratively with a variety of committees, administrators, faculty, staff, and others to support the compliance process and carry out varied and complex projects requiring input from a variety of sources.
2. Reading, understanding, explaining and applying industry standards, terminology and processes applicable to areas of assigned responsibility.
3. Coordinating the development of reports to meet established timelines.
4. Editing complex written materials to meet requirements for accuracy, consistency, clarity, grammatical correctness and stylistic appropriateness for the purpose and intended audience.
5. Maintaining a variety of files, records, and logs including financial and statistical data, and generating reports.
6. Preparing clear, concise and comprehensive reports, correspondence, memoranda, and other documents in various formats.
7. Setting priorities and working independently with limited direction.
8. Presenting proposals and recommendations clearly, logically and persuasively.
9. Using tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
10. Maintaining confidentiality and exercising discretion
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race and ethnic backgrounds of community college students, faculty, and staff.
12. Establishing and maintaining effective working relationships with those encountered in the course of work.
13. Serving as a lead to or supervising other employees.
14. Making decisions in procedural matters without immediate supervision.
15. Events management and outreach programs.
16. Planning and organizing work to meet schedules and deadlines while handling multiple priorities simultaneously.
17. Processing, monitoring, tracking, verifying, and reconciling a variety of paperwork.
18. Responding to requests and inquiries from internal and external contacts.
19. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.

WORKING CONDITIONS.

Environmental Conditions: The incumbent typically works in an office where the noise level varies from quiet to moderate; regularly travels to locations throughout the District.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; reach with hands and arms; and move or lift up to 10 pounds.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.