PALOMAR COMMUNITY COLLEGE DISTRICT

PROPOSITION M FACILITIES PLANNING SPECIALIST

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 within the job.

DEFINITION

To provide high-level administrative support to the Facilities Planning Manager and the Director of Facilities; serve as liaison between the facilities staff, faculty, District staff, architects, engineers, Division of State Architects Office and various construction-related groups; and perform complex technical tasks and a variety of administrative tasks related to the Proposition M Construction Projects.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Manager, Facilities Planning/Environmental Health & Safety

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform complex and responsible administrative assistant tasks requiring specialized and extensive knowledge of construction planning projects.

2. Evaluate utilization of existing district space and provide recommendations based on findings in support of the District’s Educational and Facilities Master Plans; coordinate and support implemented recommendations for instructional areas with Instructional Services staff related to the Proposition M Construction Projects.

3. Research existing Request For Qualifications (RFQs)/Request For Proposals (RFPs) from other reliable sources; review and draft RFQs/RFPs for use in the District’s programs; assist in the final draft and processing of RFQs/RFPs in the District Selection of firms and services related to the Proposition M Construction Projects.

4. Compile data, specifications and information for preparation of reports to the Independent Citizens’ Oversight Committee, Governing Board, executive administration, faculty, staff, architectural and engineering groups and various construction-related groups as required in the design, approval, construction and completion of the Proposition M Construction Projects.

5. Assist in the development, monitoring, reporting, and review of the individual construction projects included in the Proposition M Construction Projects; draw schematic design layouts showing location of furniture, equipment, doorways, circulation, electrical and voice/data outlets and other facilities; draw layouts illustrating space utilization efficiency of existing facilities related to Proposition M Construction Projects.

7. Read, interpret and explain building plans, concepts, blueprints and specifications to District staff and answer related questions about the Proposition M Construction Projects.

8. Maintain and organize all capital outlay project-related documentation in both hardcopy and electronic formats; develop, implement and maintain processes for identifying, distributing and maintaining documentation.

9. Utilizing an electronic calendar, schedule and confirm appointments, interviews and meetings for the Manager, Facilities Planning/Environmental Health & Safety.

10. Maintain an electronic calendar of activities, meetings, and various events for design and construction of Proposition M Projects and related events; coordinate activities with other campus departments and outside agencies.

11. Develop, update and maintain content for department web site; ensure the accuracy and consistency of data and validate hyperlinks.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**
1. Methods, materials and equipment used in a variety of construction trades.
3. Operation of computer terminal and computer programs including computer-aided drafting for generation or manipulation of drawings/blueprints.
4. Advanced use of word processing, spreadsheets, database and other standard software to create complex documents, reports, and materials.
5. Correct English usage, including spelling, grammar and punctuation.
6. Methods and techniques of research, analysis, data collection and report preparation.
7. Local, State, and Federal regulations, including Environmental Health and Safety, Americans with Disabilities Act, and Building Code and terminology and processes of other regulations applicable to areas of assigned responsibility.
8. Design and space planning.
9. Principles and practices of sound business communication in a college environment, including business correspondence and basic report preparation.

**Ability to:**
1. Organize, research and maintain complete and extensive office files.
2. Prepare maps and building plans using computer-aided drafting.
3. Operate office equipment including computers and supporting word processing, spreadsheet, database, web development, and computer-aided drafting software.
4. Read, interpret and work from construction drawings and blueprints.
5. Coordinate and schedule activities, meetings, and events.
6. Prepare documents and reports from brief instructions.
7. Understand and follow oral and written instructions.
8. Organize, set priorities, and take initiative within areas of responsibility.
9. Work independently in the absence of supervision.
10. Communicate clearly and concisely, both orally and in writing.
11. Interpret, explain, and apply administrative, departmental, and district policies, procedures and regulations, ensuring consistency and a high degree of accuracy while exercising good judgment and reaching sound decisions.
12. Establish and maintain cooperative working relationships with those contacted in the course of work.
13. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and 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 increasingly responsible administrative experience, including computer-assisted drafting, construction planning, and web page development.

**Education/Training:**

Equivalent to an Associate of Arts degree from an accredited institution with major coursework in facilities planning, computer-assisted drafting or a related field.

**License and/or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; extensive contact with students, faculty, general public, and other external organizations.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of computer keyboard.