



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Capital Projects Analyst (Measure H)

A Classified Professional/Supervisory Position
Grade 195S – Salary Schedule 40

A. General Statement

Under direction of the Director of Capital Projects and under direct supervision of the Facilities Business Manager, the Capital Projects Analyst is responsible for fiscal and administrative management and a variety of associated business processes of the Capital Improvement Program (CIP) for the three colleges in San Mateo County (Cañada College, College of San Mateo and Skyline College). Responsibilities include monitoring CIP compliance, finance and business operations with established standards and practices; serving as principal liaison between the CIP planning and implementation team and key constituents including but not limited to General Services, Accounting, the Construction and Project Management Team, vendors, contractors and other business partners; overall management of the Program budget; completion of a wide variety of required reports; and supervising key Program business service processes and support staff. Public contact is extensive, and involves staff, vendors, contractors, outside educational institutions and businesses, community representatives, and governmental agencies, including the State Chancellor's Office, for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve minor and major problems that arise. The Capital Projects Analyst can direct the work of paraprofessional, clerical and other staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with staff at all levels, outside agencies and institutions, and the general public, pertaining to State and District funding and the budgeting process; monitors changes in State funding formulas and regulations and applicable effects upon the District's budget; applies principles of Education Code to State budget and accounting policies to District budget process and procedures
2. Manages and maintains the CIP budget, including specific project details such as amounts paid and encumbered; assists in the development, maintenance and analysis of funds and expenditure patterns within the CIP

3. Manages the processing, distribution and accuracy of invoices, interfacing extensively with a nationwide network of vendors and suppliers
4. Assists in planning long-range goals, compliance and reporting requirements, staffing needs, including coordinating onboarding and off-boarding, and a variety of other business services
5. Attends meetings, workshops and other events to exchange current information about CIP Planning and related operations
6. Makes presentations to senior management and other groups concerning fiscal, business and operational matters
7. Prepares, maintains, and provides budget and expense reports for District Administration, Citizen Oversight Committee, State Chancellor's Office, external auditors and other outside organizations
8. Manages and maintains the web-based Program Management System supported by the Capital Improvement Program as well as provides training and guidance to users, as necessary.
9. Meets with and coordinates departmental and other staff in planning tasks, timelines, procedures and other facets of special and regular projects, and reports
10. Researches, compiles data for, analyzes, formats and presents complex statistical, financial, budgetary, and other reports to senior management and other staff as assigned
11. Uses spreadsheets and a variety of other computer software to compose and prepare correspondence, memoranda, budget studies, report narratives, research summaries, procedure manuals, surveys and other materials; sets up and maintains electronic and manual file systems
12. Sets up, maintains and retrieves file data related to budget history, operational and fiscal trends, expenditure projections, audit recommendations, grants, and other information
13. Performs other related duties as assigned

C. Requirements

1. A combination of education and experience equivalent to a Bachelor's degree in accounting, business administration, finance or a closely related field required
2. Previous experience in an educational setting with responsibility for facility planning, maintenance and construction management, with demonstrated skills in supervision, budget development and execution, emergency response, project management, negotiation and team building.
3. Extensive public contact with people at various levels within an organization who are diverse in their cultures, language groups and abilities
4. Demonstrated skills in effective oral and written communication, including public speaking and persuasive communication

5. Understanding of, sensitivity to, and respect for diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
6. Possession of a valid California Drivers' license (or the ability to obtain one) and have the ability to drive a motor vehicle.

OR

An equivalent combination of education and
experience

D. Physical/Other Requirements

This classification requires creativity, multi-level tasking, attention to detail and organization of financial data, listening, individual to large-group communication, persuasion, good memory, tact, patience, flexibility and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of the goals, objectives, and business linkages of the CIP to district-wide fiscal and business policies and procedures
2. Knowledge of basic accounting, finance and budgeting principles and practices, including fund accounting
3. Knowledge of the techniques of budget planning, monitoring, compliance, assessment and reporting
4. Knowledge of Organizational Effectiveness, Facilities maintenance operations and Capital Planning.
5. Knowledge of methods of purchasing and contract administration in a community college environment, including risk management and legal requirements
6. Knowledge of State Chancellor's Office--planning and funding mechanisms, and Division of the State Architect plan approval and project close-out mechanisms
7. Skill in planning, organizing, coordinating, and implementing complex capital programs with multiple components.
8. Skill in training, directing and evaluating the work of others
9. Skill in research, compiling data for, formatting and effectively presenting complex data for a variety of audiences
10. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct financial analysis and prepare reports.
11. Skill in use of a variety of computer software to enter, format and present complex financial, statistical and other data
12. Skill in oral and written communication, including public and persuasive speaking

13. Skill in establishing and maintaining efficient and effective work teams
14. Ability to multi-task and organize complex, multi-faceted workloads, with attention to detail and timelines

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