



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Capital Projects Operations Manager

A Classified Supervisory (Exempt) Position
Grade 190E – Salary Schedule 35

A. General Statement

Responsible to the Executive Director of Facilities Planning and Operations and under the direct supervision of the Director of Capital Projects, the Capital Projects Operations Manager 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 (College of San Mateo, Cañada College and Skyline College). Under direction, the position is responsible for 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; 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 Operations Manager 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. Oversees 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. Provides Leadership in training, oversight, and contributes to evaluating the work of project coordinators and clerical staff; scheduling, coordinating and monitoring the work of other staff as assigned
8. Prepares, maintains, and provides budget and expense reports for the Board of Trustees, District Administration, Citizen Oversight Committee, State Chancellor's Office, external auditors and other outside organizations
9. Together with the Capital Contracts Manager, coordinates and maintains the Owner Controlled Insurance Program (OCIP). The OCIP provides Worker's Compensation, Employer's Liability, General Liability, Excess Liability, Contractor's Pollution Liability, and Builders Risk insurance for eligible Contractors/Subcontractors providing direct, on-site labor to the District's Projects
10. Makes recommendations for staffing, timelines and workflow
11. Meets with and coordinates departmental and other staff in planning tasks, timelines, procedures and other facets of special and regular projects, and reports
12. Researches, compiles data for, analyzes, formats and presents complex statistical, financial, budgetary, demographic and other reports to senior management and other staff as assigned
13. Uses spreadsheets and a variety of other computer software to compose and prepare correspondence, memoranda, report narratives, research summaries, procedure manuals, surveys and other materials
14. Reviews, edits and audits forms, applications, fiscal and other reports, evaluations, contracts, agreements, requests for services, and other materials for accuracy and timeliness
15. Sets up, maintains and retrieves file data related to budget history, operational and fiscal trends, expenditure projections, audit recommendations, grants, and other information
16. Performs other related duties as assigned

C. Requirements

1. 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. Knowledge of California Public Contracts Code requirements and other Public Works contracting requirements and procedures
4. Experience in the coordination of work flows and workloads with individuals at various levels within an organization
5. Skill in complex data research, analysis and reporting
6. Skill in project planning, implementation and evaluation
7. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
8. Extensive public contact with people of diverse cultures, language groups and abilities
9. Demonstrated skills in written and oral communication, including public speaking
10. Skill directing the work of others

D. Physical/Other Requirements

This classification requires multi-tasking, attention to details; oral and written communication; detailed mathematical and other data analysis and interpretation to draw conclusions, comparison and analysis; visual acuity and comparison; tact, patience, confidentiality and sensitivity; public speaking to small and large groups; manual dexterity; good listening and memory; driving a motor vehicle to off-site locations;

coordination of the work of others; persuasive communication; negotiation; work under deadline pressure; adaptability and flexibility 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. Ability to read and understand design and construction documents
6. Excellent planning and organizational skills; decision making capabilities and coordination and implementation of complex capital programs with multiple components
7. Analytical and strategic abilities to improve processes and to evaluate new trends and constantly changing technologies and markets
8. Knowledge of methods of purchasing and contract administration in a community college environment, including risk management and legal requirements
9. Knowledge of State Chancellor's Office--planning and funding mechanisms, and Division of the State Architect plan approval and project close-out mechanisms
10. Skill in supervising and evaluating the work of others
11. Skill in research, compiling data for, formatting and effectively presenting complex data for a variety of audiences
12. Skill in use of a variety of computer software to enter, format and present complex financial, statistical and other data
13. Skill in oral and written communication, including public speaking
14. Skill in communicating effectively with people at various levels within an organization
15. Skill in communicating respectfully, sensitively and effectively with people who are diverse in their cultures, language groups and abilities
16. Skill in establishing and maintaining efficient and effective work teams
17. Ability to multi-task and organize complex, multi-faceted workloads, with attention to detail and timelines

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