

PERALTA COMMUNITY COLLEGE DISTRICT - July, 2006

CLASSIFIED MANAGEMENT JOB DESCRIPTION

VICE CHANCELLOR FOR GENERAL SERVICES

(Executive Salary Range)

Job Code: 739

CLASS PURPOSE

Under direction of the Chancellor, the Vice Chancellor of General Services plans, organizes, coordinates, and supervises Facilities Maintenance and Operations, Police Services, Capital Outlay Planning and Construction, and Bond Oversight.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Establishes source list of suppliers who can provide goods and services in a timely manner and at the best price.
- Receives and analyzes bids and makes award recommendations to Board of Trustees.
- Maintains District real property inventory.
- Supervises and provides management oversight for the Director of Capital Projects, who has day-to-day responsibility for the capital outlay projects.
- Supervises and provides management oversight for the Director of Facilities Maintenance and Operations, who has day-to-day responsibility for the District-wide departments of Maintenance and Grounds, and the District Office custodial services.
- Provides administrative leadership and oversight of police services District-wide.
- Performs other related duties as required.
- Interfaces with and provides management oversight for consultants and contractors for District facilities, programs, and capital projects.
- Develops and reviews plans for construction and deferred maintenance for conformity to code regulations.
- Plans, organizes, and implements long- and short-range construction and improvement programs of the District.
- Develops the Scheduled Maintenance Plan and annual project submittals for state funding.
- Develops the five-year construction and deferred maintenance plan for the District.

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- Develops, negotiates, and prepares construction contracts for Board of Trustees approval; administers these contracts.
- Represents the District to state and local agencies, and serves on District Councils and commissions as assigned.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree in Business Administration, Economics, Management, or a related field, and four (4) years of increasingly responsible experience in purchasing and distribution, or an equivalent combination of education and qualifying experience that would likely provide the desired knowledge, skills, and abilities to perform the duties of the position.
2. Knowledge of concepts and principles associated with facilities and physical plant management.
3. Ability to establish and maintain effective working relationships with District employees.
4. Knowledge and proficiency in the operation and use of personal databases and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and database management software) including the Internet.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of a Master's Degree in Business Administration or related field from an accredited college or university.
- Experience in an education environment.
- Working knowledge of public bidding specific to construction projects.
- Knowledge and experience in working with the Division of the State Architect (DSA).
- Experience working for a multi-site organization.
- Knowledge of basic laws, ordinances, and codes relating to building, zoning, and fire prevention practices and regulations; inspection techniques, building construction principles, practices, and safety standards; building plans and specifications; and various codes including Uniform Building, Uniform Mechanical, Plumbing, and National Electrical, as well as other applicable state and local codes.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13