REORGANIZATION

OF

FACILITIES DEVELOPMENT DEPARTMENT
REASSIGNMENT OF FACILITIES & DEVELOPMENT RESPONSIBILITIES

Assistant Superintendent, Business Services (add to existing duties)

1. Coordinate and supervise construction contracts.
   * Recommend selection and employment of architects, engineers and consultants.
   * Cause to have prepared and/or reviewed professional services contracts.
   * Work directly with architects, engineers, and consultants during planning and development phases of architectural plans.
   * Cause to have prepared or prepare bid specifications and other construction contract documents.
   * Conduct pre-job conferences.
   * Review and recommend approval or denial of change orders.
   * Review and recommend approval or changes in request for payments.

2. Assist in studies to increase effective and efficient use of facilities.
   * Coordinates, reviews and makes recommendations about plans for facility use.
   * Review suggested procedures and policies for capital improvement, planning and development.
   * Review and present to Board proposed 5-year construction program.

3. Coordinate facility development effort.
   * Coordinate and supervise preparation of basic planning data including development and submission of 5-year construction plans, Preliminary Plan Packages, Project Planning Guides and facilities inventory.
   * Coordinate and supervise efforts during construction phase.
   * Coordinate implementation of the District's Master Plan for facility development.

DKS:mr
6/22/78
REASSIGNMENT OF FACILITIES & DEVELOPMENT RESPONSIBILITIES

Assistant to Superintendent -- (Add to existing duties)

1. Establish and maintain data base describing district facilities, including resources and needs.
   a. Coordinate compilation of data required for completing facilities reports to local and State agencies.
   b. Collect, analyze and present data on facility needs.
   c. Presents data upon request.
   d. Cooperate in designing and conducting studies to increase efficiency in the use of plant.

2. Coordinate facility planning and development.
   a. Suggest procedures and policies for capital improvement planning and development.
   b. Act as resource person for all matters pertaining to facility planning and construction, including development of educational specifications for building program and individual building projects.
   c. Coordinates updating of 5-year construction plan.
   d. Chair Facility Planning Committee.

3. Prepares requests for grants and financial assistance for facilities:
   a. Prepare or supervise preparation of all documents required by State, Federal or other agencies regarding capital construction program, including 5-year plan, project planning guide and preliminary plan package.
   b. Serves as liaison person with local and regional planning groups which control construction in the coastal zone.
   c. Prepares or causes to have prepared environment impact reports and other reports as may be required.

DKS:mr
6/22/78
REASSIGNMENT OF FACILITIES & DEVELOPMENT RESPONSIBILITIES

Director, Facilities and Operations

1. Coordinate and supervise construction projects.
   * Work with project architects during the construction phase of building projects.
   * Supervise and work with construction inspectors.
   * Review and process change orders as required.
   * Review, audit and process inspection reports and requests for payment for construction projects.
   * Prepare agenda items related to construction projects necessary for Board action.
   * Upon acceptance by district, review operational requirements of construction projects with staff and maintenance personnel.
   * Provide resource data as required for Board Facilities Sub-committee.
   * Meet with architect, inspectors and contractor's representatives for job conferences as required.

2. Coordinate the functions of the Facilities and Operations Department.
   * Confers with subordinates on methods and procedures of work, supply and equipment requirements.
   * Resolves operational conflicts and problems.
   * Reviews recommendations for employment and assignment of departmental personnel.
   * Prepares and responsible for departmental budget.
   * Reviews requests for and assigns personnel as necessary to prepare facilities for Community Service and various educational functions.
   * Devises and conducts in-service training and orientation programs as required.
   * Reviews plans and procedures for a systematic preventative maintenance program for all facilities and equipment.
   * Reviews plans for facility and grounds maintenance and repair.
   * Reviews initial cost estimates and actual costs for work to be done. Implements corrective action where and when necessary.
   * Reviews requisitions for maintenance and construction materials to be purchased.
   * Responsible for cleanliness and safe conditions of buildings and grounds.
   * Coordinates the work of custodial, grounds and maintenance personnel.
3. Serve as coordinator of disaster preparedness and act as the District's Safety Officer.
   * Inspects for, identifies, and recommends removal of fire, safety, and health hazards.
   * Acts as Chairman of District Safety Committee.
   * Responsible for OSHA compliance.
   * Prepares and submits safety reports.
   * Annually reviews and updates District's Disaster Preparedness Manual.

DKS:mm
6/22/78
REASSIGNMENT OF FACILITIES & DEVELOPMENT RESPONSIBILITIES

Assistant Director, Facilities and Operations

Plan, coordinate and supervise functions of maintenance, grounds and custodial staff.

* Plans, supervises, coordinates and participates in the grounds maintenance, custodial services of physical facilities of the campus; and maintenance, operations and repair activities of the District's physical plant.

* Determines by inspection and review of reports and requests the need for building and grounds maintenance and repair.

* Analyzes custodial, grounds and maintenance requests in relation to appropriate standards for services.

* Requisitions materials and supplies.

* Develops, coordinates and supervises a systematic preventative maintenance program for all facilities and equipment.

* Confers with supervisor regarding feasibility and timing of projects.

* Estimates costs of jobs and sets priority for work to be done.

* Interviews and recommends the employment and assignment of departmental personnel.

* Assists in preparation of departmental budget.

* Selects, trains, schedules, assigns, supervises and evaluates personnel, and reviews subordinate's evaluation of personnel.

* Recommends maintenance and construction materials to be used in the department.

* Meets with salespersons in discussions and demonstrations of new products and techniques.

* Supervises the receiving, storing and distribution of supplies for the department.

* Maintains or causes to have maintained district vehicles and equipment required by the department.

* Performs a variety of maintenance repair work.

DKS:mr
6/22/78
ASSISTANT SUPERINTENDENT-BUSINESS SERVICES

Definition
Under administrative direction, to organize, develop, and administer the business services of the District including the District budget, the Accounting Office, Maintenance and Operations, Facilities Planning, Purchasing, and Publications; and to do related work as required.

Examples of Duties
Plans and directs the development of the annual budget; calculates District income from State, Federal, and local sources; plans budget control procedures; consults with and advises District officials in budget matters; submits budget to Superintendent and Board of Trustees; controls the establishment and maintenance of all methods and procedures of the Fiscal Services Department; directs the preparation of financial statements, related reports, and surveys; evaluates and recommends final action for basic changes in the accounting system; administers and directs Purchasing, Stores, Maintenance and Operations, Facilities Planning, and Publications; ascertains that the District is free from liability and reviews all contracts, agreements, and negotiations for legal form; prepares items for consideration by the Superintendent and the Board of Trustees; attends all meetings of the Board and advises as to business responsibilities and liabilities of the District; serves on a variety of boards, councils, and committees; applies provisions of law and District policy to all business activities; interprets the business services program to the staff and the community; coordinates and supervises construction contracts; assists in studies to increase effective and efficient use of facilities; coordinates facility development effort; carries out special projects assigned by the Superintendent.

Employment Standards
Education and Experience: Any combination equivalent to graduation from college with a major in public or business administration and five years of responsible experience in school business administration.

Knowledges and Abilities: Knowledge of school business administration; knowledge of District, State, and Federal policies affecting District operation; knowledge of governmental budgeting, accounting, and auditing theory and practices, particularly as they relate to school districts; ability to plan and direct total school district operations; ability to assemble and analyze data and make appropriate recommendations for fiscal and budget actions; ability to interpret, explain, and apply laws, rules, and regulations affecting business matters in a school district; ability to direct and supervise the work of professional, technical, and clerical employees.
Santa Barbara Community College District

ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT/PRESIDENT

Definition

Under general direction, to perform administrative tasks in support of District management with special emphasis upon planning, directing and coordinating programs of institutional research, preparing and coordinating requests for grants and financial assistance, coordinating facility planning and development, and assisting in design and application of management systems for operation of the District; and to do related work as required.

Examples of Duties

Develops and maintains a continuing record of data on the District's educational program, student body characteristics, and graduates' performance after transfer to four-year institutions; maintains a continuing study of the area served by the District and of the adequacy of services provided by the College; collects, analyzes, and presents data on special projects, as requested; coordinates continuing institutional self-study and cooperates in preparing application for accreditation; presents information on college programs to students, staff, the Board, and the public; compiles data required for reports to federal, state, and local agencies; answers questionnaires; provides liaison on research with related agencies; reviews federal, state, and foundation publications in search of available sources of grants and financial aids; establishes and maintains files and calendars of available grants and financial assistance programs; maintains summaries of District grant activities and provides periodic status reports of specially-funded programs; prepares or assists staff in developing statements of specific need and in preparing grant proposals for consideration by the Superintendent-President and the Board of Trustees; conducts follow-up studies of grants not awarded to the District; assists in administering grants received; assists in conducting systematic analyses of administrative functions and work flow; consults with staff and advises on design and application of management systems to improve efficiency and effectiveness; establishes and maintains data base describing district facilities, including resources and needs; coordinates facility planning and development; prepares requests for grants and financial assistance for facilities.

Employment Standards

Education and Experience: Any combination equivalent to graduation from college with major course work in management, educational research, systems design, or public administration and four years of increasingly responsible experience involving technical administrative analysis. (A masters degree is highly desirable.)
Knowledges and Abilities: Knowledge of research methods; knowledge of recent developments in management systems; ability to act independently in designing and conducting institutional research; ability to assimilate quickly rules and regulations concerning state, federal and private financial support programs; ability to keep records, prepare reports, and present findings in written or oral form; ability to work with staff in analyzing, developing, and implementing management procedures; ability to work cooperatively with others.
Santa Barbara Community College District

DIRECTOR, FACILITIES AND OPERATIONS

Definition

Under administrative direction, to coordinate and supervise construction projects; to coordinate the functions of the facilities and operations department; to coordinate and supervise the district's security effort and security personnel; to serve as coordinator of disaster preparedness; to act as the District's Safety Officer; and to do related work as required.

Examples of Duties

Coordinates and supervises construction projects; works with project architects during the construction phase of building projects; supervises and works with construction inspectors; reviews and process change orders as required; reviews, audits and process inspection reports and requests for payment for construction projects; prepares agenda items related to construction projects necessary for Board action; upon acceptance by district, reviews operational requirements of construction projects with staff and maintenance personnel; provides resource data as required for Board Facilities Sub-committee; meets with architect, inspectors and contractor's representatives for job conferences as required; coordinates the functions of the Facilities and Operations Department; confers with subordinates on methods and procedures for work, supply and equipment requirements; resolves operational conflicts and problems; reviews commendations for employment and assignment of departmental personnel; prepares and responsible for departmental budget; reviews requests for and assigns personnel as necessary to prepare facilities for Community Service and various educational functions; devises and conducts in-service training and orientation programs as required; reviews plans and procedures for a systematic preventative maintenance program for all facilities and equipment; reviews plans for facility and grounds maintenance and repair; reviews initial cost estimates and actual costs for work to be done, implements corrective action where and when necessary; reviews requisitions for maintenance and construction materials to be purchased; responsible for cleanliness and safe conditions of buildings and grounds; coordinates the work of security, custodial, grounds and maintenance personnel; serves as coordinator of disaster preparedness and acts as the District's Safety Officer; inspects for, identifies, and recommends removal of fire, safety, and health hazards; acts as Chairman of District Safety committee; responsible for OSHA compliance; prepares and submits safety reports; annually reviews and updates District's Disaster Preparedness Manual.

Employment Standards

Education and Experience: Any combination equivalent to graduation from high school and four years of maintenance experience including two years of supervisory experience.

Knowledges and Abilities: Knowledge of building construction, alteration and repair methods, and building materials used in the various building
maintenance, custodial, and grounds maintenance specialties; knowledge of the maintenance and repair of heating and ventilating equipment; knowledge of state and local codes related to construction and repair of school buildings; knowledge of proper building inspection methods; ability to interpret technical building codes, plans, and specifications; ability to read, interpret, and work from drawings and blueprints; ability to estimate materials and labor costs; ability to perform routine electrical, heating and ventilating maintenance work; ability to maintain records and prepare reports; ability to develop budget estimates; ability to establish and maintain effective working relationships with contractors, school officials and others; and ability to coordinate functions related to grounds and operations services; ability to work cooperatively with others.
ASSISTANT DIRECTOR, FACILITIES AND OPERATIONS

Definition:

Under general direction, to plan, coordinate, and supervise maintenance and repair activities, grounds, and custodial operations of the college; to develop and implement an effective preventive building service maintenance program; and to do related work as required.

Examples of Duties:

Plans, coordinates, and supervises functions of maintenance, grounds and custodial staff; plans, supervises, coordinates and participates in the grounds maintenance, custodial services of physical facilities of the campus; and maintenance, operations and repair activities of the District's physical plant; determines by inspection and review of reports and requests the need for building and grounds maintenance and repair; analyzes custodial, grounds and maintenance requests in relation to appropriate standards for services; requisitions materials and supplies; develops, coordinates and supervises a systematic preventative maintenance program for all facilities and equipment; confers with supervisor regarding feasibility and timing of projects; estimates costs of jobs and sets priority for work to be done; interviews and recommends the employment and assignment of departmental personnel; assists in preparation of departmental budget; selects, trains, schedules, assigns, supervises and evaluates personnel, and reviews subordinate's evaluation of personnel; recommends maintenance and construction materials to be used in the department; meets with salespersons in discussions and demonstrations of new products and techniques; supervises the receiving, storing and distribution of supplies for the department; maintains or causes to have maintained district vehicles and equipment required by the department; performs a variety of maintenance repair work.

Employment Standards:

Education and Experience: Any combination equivalent to graduation from high school and three years of increasingly responsible experience in the cleaning, maintenance, or repair of institutional buildings and grounds including one year in a lead or supervisory capacity.

Knowledges and Abilities: Knowledge of the current practices, methods, materials, and equipment used in grounds, custodial and building maintenance specialties; knowledge of building and safety regulations and of the laws governing the repair of public school buildings; ability to perform electrical and plumbing service and repairs; ability to supervise and participate in carpentry and painting work; ability to lay out, schedule, supervise, and control a diversified grounds and custodial maintenance program; ability to supervise and train personnel; ability to keep records and prepare reports; ability to follow oral and written instructions; ability to work cooperatively with others.