



Office of Human Resources and Equal Opportunity Administrator Job Description

DIRECTOR, BOND PROGRAM

DEPARTMENT: Facilities & Operations

COLLEGE: Central Services

SALARY GRADE: A2/A3 – J

POSITION PURPOSE:

Reporting to the Executive Director of Facilities & Operations, the Director of Bond Program provides leadership and oversight in the planning, financial administration, and implementation of the District's bond-funded capital improvement programs.

NATURE and SCOPE:

The position ensures effective management of all bond resources, compliance with state and federal regulations, and the timely completion of projects that enhance the District's educational and operational facilities.

Key Duties & Responsibilities

1. Serves as the District's liaison with the State Chancellor's Office, Department of Finance, DSA and other Authorities Having Jurisdiction (AHJ).
2. Provide leadership and oversight for planning, budgeting, and implementation of all bond-funded construction and modernization projects across the District.
3. Develop and monitor comprehensive financial plans for the bond program, including forecasting, expenditures, cash flow, and reporting in compliance with regulations.
4. Coordinate and oversee the preparation and submission of reports to the Board of Trustees, state agencies, and the Citizens' Bond Oversight Committee.
5. Ensure adherence to California Public Contract Code, Division of the State Architect (DSA) standards, and all relevant local, state, and federal regulations.
6. Oversees all bond project schedules.
7. Coordinates with campus leadership, local jurisdictions, and regulatory agencies on permitting, CEQA compliance, and construction logistics.
8. Collaborate with Facilities, Education Technology Services and Business Services to align capital program goals with District priorities.
9. Supervise professional and administrative staff assigned to bond and capital program activities; provide leadership, evaluation, and staff development.
10. Develop and maintain program policies, procedures, and performance metrics to ensure accountability, efficiency, and transparency.

11. Manages the selection, and performance of architects, engineers, consultants, and contractors, and their contract negotiations.
12. Coordinate with architects, engineers, project managers, and contractors to ensure projects are completed on time, within budget, and meet quality standards.
13. Monitor and review audit findings, ensuring compliance and timely corrective actions as needed.
14. Prepare and present program updates, status reports, and financial summaries to senior management, stakeholders and the Board of Trustees.
15. Promote collaboration and timely communication across internal departments to support effective project delivery and fiscal responsibility.
16. Perform other related duties as assigned.

Skills & Abilities

1. Provide strategic leadership and direction Capital Planning and Facilities Strategy for complex, multi-campus bond programs.
2. Sustainable practices in construction and facility management
3. Analyze complex financial and technical data to make informed program decisions.
4. Interpret and apply laws, regulations, and contracts governing public construction and fiscal management.
5. Communicate effectively in writing and orally with diverse audiences, including governing boards, oversight committees, and technical staff.
6. Develop and maintain collaborative working relationships with contractors, consultants, administrators, and employees across the District.
7. Demonstrate integrity, accountability, and commitment to transparency in managing public funds.
8. Effectively supervise, motivate, and evaluate staff to achieve departmental goals.
9. Plan and manage multiple projects and priorities under tight deadlines while maintaining high standards of quality and compliance.

Education and Experience

1. A bachelor's degree from an accredited college or university with major coursework in architecture, engineering, construction management, business administration, public administration, or a closely related field.
2. Five years of increasingly responsible experience in facilities planning, design, construction, or bond program administration, including at least two years in a supervisory or management capacity.

Additional qualifying experience through managing large public sector capital improvement or bond funded programs, preferably within a California community college or K-12 District, and knowledge of the California Community College's Chancellor's Office Capital Outlay Program,

Division of the State Architect (DSA) processes, and Public Works Board funding requirements may be substituted for the required education on a year for year basis.

Preferred Qualifications

1. Master's degree in a related field.
2. PMP or CCM certification.
3. Experience with community college or higher education bond programs.
4. Knowledge of LEED and sustainability standards.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Approved: TBD

Ed Code: H-11

Creditable Service: PERS