



FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity Administrator Job Description

DIRECTOR, RESIDENTIAL HOUSING

DEPARTMENT: Facilities and Operations
COLLEGE: Central Services
SALARY GRADE: A2/A3 – H

POSITION PURPOSE:

Under the direction of the Executive Director, Facilities and Operations, plans, directs and coordinates the development and operations of student and staff residential housing; performs construction and rehabilitation project management including assisting with the selection and management of contractors and developing plans with District management, vendors, and contractors; serves as liaison between the District and third party property management firms to direct and support operation of housing facilities and relating initiatives; supervises, assigns, reviews the work of staff and contracted vendors and partners; oversees the operations of residential units and the development and administration of rules and policies; and performs other related duties as assigned.

NATURE and SCOPE:

The Director of Residential Housing is responsible for overseeing the development, acquisition and operation of the District's multi-unit residential housing offered to staff and students and manages all housing programmatic elements including establishing and executing goals, objectives, strategic plans, policies and procedures according to District values and mission.

The position develops and manages the Residential Housing department and assigned capital improvement budgets, determines resource allocations, obtains approvals and is responsible for department policy, procedural, supervisory and budgetary decisions; participates in the development of and implements residential facilities construction and maintenance plans including the bid, contracting, work and completion phases of projects; develops and enforces residential facilities policies and procedures and resolves resident conflicts and concerns in accordance with District procedures; supervises and reviews the work of the Resident Life Coordinator and other contractors/vendors for completion and conformance with District practice.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Plans, directs and coordinates the day-to-day management, maintenance, administration and operations of the District's various staff and student multi-unit housing facilities; serves as primary District liaison to campuses, property management firms, and third-party partner housing providers; plans, organizes and reviews the work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct renovations or improvements.
2. Establishes and implements short and long-range departmental goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for program improvement; reviews housing programs and services to ensure that they are consistent with the College's goals and to ensure diverse ethnic, cultural and gender perspectives are included.

3. Plans, organizes, directs, controls, integrates and evaluates the work of Residential Housing department personnel; develops, implements and monitors work plans to achieve department goals and objectives; directs and oversees the selection, performance, evaluation and management of staff in accordance with District human resources policies and labor contract agreements.
4. Directs and oversees all fiscal resources associated with housing program including department and project budget development, tracking and reporting; establishes multi-year budgetary strategies to include major capital improvements and investments; negotiates with and manages property management firms; approves contractor work and authorizes payments; collaborates with Fiscal Services department to prepare annual and ad hoc financial reports as required and requested.
5. Ensures proper and fair enforcement of residential facilities, college and District policies and procedures in rentals and conduct; assures on site housing services and tenant support meets District standards; assists residents with interpersonal conflict resolution, behavioral issues, personnel challenges and decision making.
6. In coordination with the property management firm, District and college stakeholders develops and oversees daily operations and emergency management policies, and protocols for housing residents; serves as the Administrator-On-Call (AOC) for emergencies, particularly at District-owned residential housing properties.
7. Assists with enforcement of college student conduct processes and procedures including alcohol and drug policies, and helps maintain a consistent approach to enforcement; assists with crisis intervention, and coordinates the notification of appropriate campus resources; assists the FHDA Police Department in all reporting requirements related to compliance to include the Clery Reporting.
8. Develops and implements the housing facilities preventative and deferred maintenance plans and performs regular review of Capital Needs Assessments with the Executive Director of Facilities and Operations; monitors maintenance projects; maintains and initiates schedule changes as necessary; coordinates and reviews the work of property management companies and contractors to assure timely completion of projects.
9. Provides support for the development of project timelines, bid specifications, drawings, and bid packages for contracted work; assists purchasing department with obtaining formal and informal bids; ensures that contracts and other documents are completed prior to the initiation of a project; monitors and review contract progress and assure timely completion of projects ensuring projects are planned, designed, and constructed according to specifications
10. Reviews architectural drawings for errors, omissions, and other concerns; initiate designs changes to correct and improve plans; ensures work accomplished complies with current building codes, construction plans and specifications, and safety laws and regulations.
11. Represents the District and department at campus meetings and at meetings with other agencies and serve on committees; promotes FHDA values and mission in all local, regional, and state meetings and gatherings; chairs and contributes to participatory governance committees, processes and initiatives.
12. Collaborates with District communications staff on community relations for housing programs including those related to off-campus housing and funding; ensures housing recruitment materials and collateral are up-to-date including paper, website/pages, and social media.
13. Demonstrates an understanding of, sensitivity to, and appreciation for the diverse academic, socio- economic, cultural, disability, gender identity, religious, sexual orientation, and ethnic backgrounds of students and staff attending or working on a community college campus.
14. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Knowledge:

1. Principles and practices of staff/student housing development, operations and management.
2. Principles and methods of property management, housing and facility inspection procedures.
3. Techniques and methodology and proper application and evaluation of Housing Quality Standards (HQS).
4. Local, state and federal laws pertaining to housing programs.
5. Health and fire regulations, landlord/tenant regulations, leasing of property, construction processes.
6. Construction project management and building maintenance practices.
7. Applicable state, federal and District law, rules and regulation including Uniform Building Code (UBC), California Architectural Barrier Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), Title 24 California Building Standards Code, American with Disabilities Act (ADA); California Public Contracts Code and building and safety regulations.
8. Construction budget preparation; job cost accounting.
9. District policies and procedures related to student and staff conduct, disciplining and conflict intervention/resolution.
10. Methods, practices, equipment, and supplies used in facility maintenance and construction.
11. Advanced mathematics.
12. Administrative principles and methods including goal setting and long-range planning, program development/implementation, budgeting, record keeping, reporting, and employee supervision.
13. Technical processes involved in the planning, design, and construction or renovation, remodel and new capital construction projects.

Skills and Abilities:

1. Plan, organize, direct and evaluate the personnel, programs and activities of the Residential Housing department.
2. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
3. Coordinate activities of multiple professional property management companies, consultants and teams.
4. Lead and direct construction/maintenance projects to successful completion in a timely manner.
5. Read and interpret complex construction plans, specifications and shop drawings.
6. Estimate costs of residential facilities operations and of maintenance and rehabilitation projects.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, procedures and practices.
8. Organize and prioritize a variety of projects and priorities in an effective and timely manner to meet critical deadlines.
9. Oversee and coordinate marketing efforts.
10. Analyze problems, identify alternative solutions, and implement recommendations in support of departmental goals and objectives.
11. Communicate effectively, make presentations and represent the District in any community engagement.

12. Conduct research, interpret data and present reports, proposals and recommendations clearly, logically and persuasively to diverse audiences.
13. Select, motivate and evaluate staff and provide for their training and professional development.
14. Prepare clear and accurate communications, records, reports, studies and other written materials.
15. Operate a computer and use standard business software.
16. Present information to various groups and in different settings.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A typical way to obtain the knowledge and abilities would be:

- 1) Bachelor's Degree or equivalent, in a related field.
- 2) Five (5) years of progressively responsible experience in multi-unit residential housing including property management, maintenance, rental and rehabilitation and/or managing student and staff housing program for an educational institution.

Preferred Qualifications:

1. Master's Degree.
2. Experience in construction project management.

License and Certifications

1. Possession of a valid California Driver's License or the ability to travel to other District campuses and housing facilities.

WORKING CONDITIONS:

Environment:

Employee works primarily in an office environment with moderate noise levels and controlled temperature conditions and uses standard office equipment, including a computer. Incumbents regularly work outdoors and at construction sites where employees are exposed to inclement weather conditions, loud noise levels, and dust.

Physical Abilities:

1. Hearing and speaking to exchange information in person, 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.
7. Operate a motor vehicle or have the ability to visit various District campuses, housing facilities and meeting sites.

Date Approved: May 2025

Code: H - 1 1

Creditable Service: PERS