



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION:	Coordinator – Facilities Planning	Full time, 12 months
WORK SCHEDULE:	Monday – Thurs: 7:00am-4:30pm Friday: 7:00am-11:00am (Hours not to exceed 40 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)	
SALARY:	Range 19, \$4,339.27/mo. + benefits (Position is one-time funding out of general unrestricted fund; position ends when funding ends)	
DEADLINE:	July 30, 2018	
START DATE:	TBD	

BASIC FUNCTION:

Under the direction of the Supervisor, Facilities Planning develop, plan, organize, coordinate and implement District functions related to **bond-funded only facilities planning**. Perform analysis of District facility needs consistent with requirements of organizational efficiency and available facilities and funds; assure compliance with federal and State safety, health, fire and building code requirements when developing and reviewing facility requirements; serve as District coordinator for District Campus Design Standards and A. D. A. Campus Transition Plan; coordinate facilities planning activities as directed with District management, architects and other consultants.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Inspect buildings and office areas to evaluate suitability for occupancy, considering such factors as air circulation, lighting, security, location and size; measure facilities to determine total square footage available for occupancy and apply district space standards to optimize capacity/load ratios; compute square footage for workstations to determine whether minimum space restrictions can be met per A.D.A., fire and building code requirements. (E)
- Plan, direct and coordinate activities for the activation and/or occupancy of facilities to ensure that the objectives of each project are accomplished within prescribed time frame; includes specifying, ordering and installing furnishings, fixtures, equipment (FFE) and signage; coordinate move management for building occupancy. (E)
- Assist Director on capital outlay project activities, coordinating with District management and Campus Architect on an ongoing basis regarding district space utilization, facilities planning initiatives and district facilities standards; monitor plans with project architects for compliance with codes and state regulations. (E)
- Draw schematic design layouts showing location of furniture, equipment, doorways, circulation, electrical and voice/data outlets and other facilities; draw layouts illustrating space utilization efficiency of existing facilities. (E)
- Evaluate utilization of existing district space and provide recommendations based on findings in support of the District's Educational and Facilities Master Plans; coordinate and support implemented recommendations for instructional areas with Academic Affairs staff. (E)
- Assist with the preparation, maintenance and distribution of reports and records as required by federal, state, local and district regulations; assist with communications to District executive management and Board of Trustees of the status of assigned programs and projects. (E)
- Assist with the development and implementation of the District's Five-year Construction Plan, Five-year Scheduled Maintenance Plan and Hazardous Mitigation Program. Maintain and update the District's Facilities Master Plan(s), Transition (ADA) Plan, Design Standards and Performance Specifications, Wayfinding Master Plan and Landscaping Master Plan. (E)

REPRESENTATIVE DUTIES: (Cont'd):

- Maintain, organize and control all capital outlay project-related documentation in both hardcopy and electronic formats; develop, implement and maintain processes for identifying, distributing and controlling documentation. (E)
- Assist with developing project budgets for scheduled maintenance, campus improvement and capital outlay projects.
- Provide work direction to students and/or hourly workers as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Local, State and federal laws governing planning of community college facilities;
- Applicable governmental codes, rules and regulations;
- Comprehensive knowledge of facilities planning standards, methods, and practices of space utilization and management;
- Comprehensive knowledge of California Community College facilities planning program and database (FUSION)
- Project management principles and practices;
- Building design and construction standards;
- Community college budget control;
- Energy usage and conservation;
- Administrative procedures, budgeting and accounting practices as they pertain to facilities planning;
- Construction contracting and management;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy;
- District organization, operations, policies and objectives.

ABILITY TO:

- Plan, organize, coordinate and direct multiple complex projects;
- Establish and maintain effective working relationships with District staff and management, professional service consultants and public agency officials;
- Manage change, anticipate conditions, plan ahead, establish priorities and meet schedules/timelines and achieve high customer satisfaction;
- Coordinate planning and work activities between division/department units, contractors and other professional and/or campus entities;
- Assure compliance with safety practices and various code requirements;
- Develop scope of work and/or specifications for bids on minor construction, maintenance and repair projects;
- Coordinate the provision of contracted services;
- Work from blueprints, shop drawings and sketches;
- Effectively utilize computer equipment and software in the performance of duties including project related software applications such as Microsoft Project and AutoCAD;
- Prepare and make clear, concise and effective oral and written communications, reports and presentations.
- Plan and organize work;
- Maintain accurate and complete records;
- Communicate effectively both orally and in writing;
- Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE: An associate's degree from an accredited institution in business, interior design, construction management or a closely related field and a minimum of two years of experience in construction management, facilities planning, interior design or a related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable—no permanent full-time staff to supervise.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate a computer keyboard.
- Driving a vehicle to conduct work.

WORK ENVIRONMENT:

Office environment

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. **Cover letter addressing your interest and qualifications**
3. Résumé
4. College-level coursework **IS** required.

Please submit the following with your application package:

- a. Transcripts: Submit transcripts of ALL college work that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred (unofficial transcripts or photocopies will be accepted to establish the application file).
 - i. No copies of degree/diplomas will be accepted as proof of college education.
 - ii. Official documents will be required if the candidate is offered the position.

OR

- b. **If “coursework” requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position.**

The application must be filled out completely and signed. Do not indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



**Office of Human
Resources 3041
West Avenue K
Lancaster CA 9536
(661) 722-6311**

**Faxed or emailed materials
cannot be accepted.**

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities.