



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Bond Program Manager		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	40		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Assistant Superintendent/Vice President of Administrative Services or designee.		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The person in this position assists in the management, supervision, and reporting on construction required to support the bond program including new construction and renovation projects for the District. This person works directly with campus administration and project/planning committees in regards to the District's facility planning, construction, and compliance with Federal, State, and local safety and environmental regulations. An employee in this classification receives minimal supervision within a framework of standard policies and procedures. This job class may exercise responsibility for supervising projects and/or support personnel, is overtime exempt, and requires organizational, problem solving, decision making, and budgetary skills.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

- Work closely with faculty, staff, and administrators on the review, prioritization, and implementation of the Facility Master Plan.
- Manage and coordinate work of the bond construction program and construction management consultants.
- Communicate with district constituent groups on project implementation.
- Develop reports as needed for the Board of Trustees and the Citizens Bond Oversight Committee.
- Insure that project design meets the needs and expectations of educational programs and services.
- Prepare the facility construction budget and assist in budget implementation.
- Participate in developing cost estimates and forecasting additional funds needed for staffing, equipment, materials, and supplies.
- Monitor construction projects, maintain and initiate schedules.

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- Provide support for project timelines, bid specifications, drawings, and bid packages for contracted work.
- Assist in developing the District's Five-Year Capital Outlay Construction Plan and Annual Facility Space Inventory.
- Assist in updates to the Facility Master Plan.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS*Knowledge of:*

- Budget preparation and administration.
- California Public Contracts Code and Education Code.
- Legal and practical aspects of project design, bidding, management, and close-out of construction contracts.
- Principles of effective project management.
- Excellent verbal and written communication skills.
- Data and financial analysis methods.
- Organizational leadership principles and practices.
- Relevant hardware and software technologies.

Ability to:

- Plan, direct, and manage the activities and operations of projects/programs.
- Coordinate activities of multiple professional consultants and teams.
- Communicate effectively orally and in writing, including drafting complex proposals.
- Present project-related information to various stakeholder groups in a variety of settings.
- Successfully perform job duties requiring initiative, resourcefulness, and persistence in the face of challenges.
- Act with integrity as demonstrated by operating with openness, honesty, and respect when building and maintaining an environment of trust.
- Learn, interpret, and successfully apply District policies, procedures, rules, and regulations.
- Exercise tact, diplomacy, and good judgment in all interpersonal interactions.

QUALIFICATIONS*Education/Experience Required:*

- Bachelor's degree in business, architecture, engineering, or a related field (Master's Degree Preferred).
- Minimum of three years of administrative experience, preferably in a community college setting.
- Experience with budgetary processes, including development and administration of budgets.
- Experience in project development, management, and completion.

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APPROVALS

Date Created/Revised: 10/2017

Cabinet Reviewed: 10/24/2017

Board Approved: 11/08/2017

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)