

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Associate Vice Chancellor of Facilities Planning, Design, & Architecture

**Unit:** Management

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**Job Code:** C3517

**Original Date:** 05/2025

**Last Revision:** 05/2025

**Staff Type:** Classified

**FLSA status:** Exempt

**Salary Range:** 8

### **DEFINITION**

Under general leadership of the Executive Operations Officer (EOO), serve as the architectural officer and building official for the District in the planning, design, and observation of construction and maintenance-related projects and facilities. Act as liaison with outside firms, groups, individuals, and government agencies for bond and non-bond funded construction projects, and other District facility building programs; supervise staff as assigned. Responsible for District design and construction standards and long-range facilities plans. Provide oversight to DSA project inspection. The Associate Vice Chancellor provides equitable operational leadership to a broad and diverse group of District stakeholders in the application of policies, procedures, resources, support, and standard business practices. The Associate Vice Chancellor serves as the Acting Vice Chancellor in the absence of the Vice Chancellor as assigned.

### **EXAMPLE OF DUTIES**

1. Serve as the District's Design Authority, ensuring all projects maintain high standards of design, safety, and cost-effectiveness. Manage, coordinate, and supervise the work of the architect, architectural staff and outside specialists/consultants during design development, working drawing preparation, bidding, and construction phases for facilities projects; act as liaison with outside architects and professional staff.
2. Lead the development and execution of the District's Facilities Master Plan, integrating educational, sustainability, and fiscal priorities.
3. Directs the architectural planning for all changes to existing buildings. Ensures that new facilities reflect and harmonize with long-term District goals.
4. Directs the internal project management of capital projects designed by outside architects.
5. Oversee the technical evaluation of construction plans to comply with local, State and federal regulations, rules, laws, and codes pertaining to structural safety, fire/life safety, ADA access standards, energy efficiency, and similar requirements.
6. Establish and enforce district-wide architectural, construction, and sustainability standards. Supervise and coordinate the design of buildings and improvements for maximum utility, longevity, esthetic appeal, and lowest possible cost.
7. Develop and enforce contract negotiations and bidding documents for construction projects, including legal ad for bids, bidding documents, general and special conditions, agreement, and similar legal documents.
8. Prepare Board Agenda items for approval by Board of Trustees.
9. Oversee project permitting, inspections, and certifications, ensuring legal and regulatory approval at all project phases.
10. Represent the District in negotiations, public meetings, and professional organizations, such as Board meetings and other public functions.
11. Review and approve payment requests from outside vendors, consultants, contractors and subcontractors.

12. Develop and manage capital budgets, ensuring fiscal responsibility and resource optimization.
13. Supervise architectural, engineering, and facilities planning staff, providing technical guidance, professional development, and performance evaluations.
14. Lead meetings as required to resolve conflicts on behalf of the District and to avoid possible litigation.
15. Coordinate with Contract Specialist necessary reports, affidavits, certifications, and notice of completion to the County Recorder to record for legal purposes at the completion of all construction.
16. The incumbent may perform any combination of the essential functions shown above. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge:**

- Applicable sections of California Education Code.
- California construction laws, especially as related to school buildings, and building code requirements, including those of the Division of State Architect, the State Fire Marshal, and OSHA regulations, as well as ADA regulations.
- Computer applications, systems, and hardware used in facilities planning and development.
- District organization, operations, policies, and objectives.
- Facilities design and construction techniques and practices.
- New construction requirements, energy conservation, life cycle cost analysis, CPM scheduling, construction budgets, and building materials.
- Oral and written communications skills.
- Principles and practices of administration, supervision, and training.
- Principles of record keeping.
- Technical aspects of field of specialty.

#### **Skills and Abilities:**

- Analyze situations accurately and adopt effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Interpret, apply, and explain applicable rules and regulations.
- Meet schedules and time lines.
- Operate computers and software applications related to the assignment.
- Plan and supervise work.
- Present comprehensive reports to school boards, planning commissions, and related organizations and governing bodies.
- Train, supervise, and evaluate assigned personnel.

#### **Training and Experience:**

Any combination of training and experience equivalent to: bachelor's degree in architecture and broad and progressively responsible experience in the professional architectural field, especially related to experience with large public entities. Extensive experience in school design projects, especially at the college or university level. At least ten years experience in architectural design and / or facilities management.

License:

Professional Architect's License issued by the California State Board of Architectural Examiners.  
Professional degree in Architecture for accredited university. Valid California driver's license. LEED Accreditation or similar is desirable.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office. Requires travel between District Sites, conferences, construction sites and other work sites.