

Executive Director of

Develop and monitor budgets and effectively utilize resources.
Effectively manage priorities in large, complex, and diverse operational units.
Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
Recruit, select, supervise, and evaluate employees.
Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
Plan, organize, control and direct District-wide operations and activities involved in the planning, design, inspection, cleaning, construction, renovation, maintenance, and repair of buildings, facilities, grounds, and equipment.
Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, and regulatory organizations.
Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
Establish and maintain a variety of filing, record-keeping, and tracking systems.
Operate modern office equipment including computer equipment and specialized software applications programs.
Understand and appropriately apply scope of authority in making independent decisions.
Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A bachelor's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
Three (3) years management and/or administrative experience in construction management, facilities planning and management, or other field reasonably related to the appointment.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. This classification also visits construction and renovation sites when capital projects are active. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.