BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Campus Planning and Improvements

DEPARTMENT: Facilities Operations, Planning & Public Safety

FUNCTION: directs, plans, and coordinates campus improvements for the College and works with contracted professionals and local government agencies. Assist with formulation and execution of a Master Plan for Facilities. Interact with the College Vice Presidents and President, Statewide Planning Committees and local jurisdictions as needed.

REPORTS TO: Executive Director, Operations & Plant Management

SUPERVISES: Service Providers/Contractors as relates College projects.

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:

1. Coordinates the College Facilities Planning function under the general supervision of the Executive Director, Operations & Plant Management.
2. Develops long term plans for improvement of all campus facilities for the College, and provides recommendations for Chapter 12 funded capital projects.
3. Engages with Board of Trustees at their Site and Facilities Committee Meetings, providing research, analysis, correspondence and technical expertise as requested.
4. Works with Architects and Engineers to prepare and present plans and specifications for moves, renovations, construction, and classroom and office design.
5. Assist the Executive Director, Operations & Plant Management with the selection of architects, engineers, and contractors.
6. Coordinates the process of soliciting proposals and bids for construction, renovations, and site improvements under the direct supervision of the Executive Director, Operations & Plant Management.
7. Develops RFP’s for the soliciting of Architect and Engineers proposals for construction, renovations, and site improvements under the direct supervision of the Executive Director, Operations & Plant Management.
8. Directs general contractors and architects as required under the direct supervision of the Executive Director, Operations and Plant Management.
9. Represents the College on site related issues including improvements, code adherence with State and Local Officials as requested by the Executive Director, Operations & Plant Management.
10. Interacts directly with state and local officials on code, planning, other site related issues as
requested by the Executive Director, Operations & Plant Management.

11. Works with the Executive Director, Operations & Plant Management to identify plant improvement opportunities and may lead quality management programs in the department.

12. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.

13. Prepares, track, monitors, and adheres to an annual budget.

14. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

15. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.

16. Performs additional tasks or duties as assigned by the Acting Managing Director of the Physical Plant or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Ability to prepare plans and specifications and create presentations for site and facility improvement using trade software such as AUTOCAD. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in Architecture required. Registered Architect is preferred.

Experience: Minimum 5 years in architecture, site and facilities planning, or related area.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: ____________

Name/Title
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE