

EXECUTIVE DIRECTOR, BOND PROGRAM AND FACILITIES PLANNING

THE POSITION

Under the administrative direction of the President or designee, the Executive Director, Bond Program and Facilities Planning, provides leadership and oversight for all District bond and capital improvement projects, including planning, design, construction, and facilities management. Reporting to the Superintendent/President, this position advises District leadership on architectural, engineering, and construction matters and ensures compliance with industry standards, accessibility requirements, and applicable laws. The Executive Director manages projects across all District sites, including Palm Desert, Indio, Mecca/Thermal, Desert Hot Springs, and Palm Springs campus, while upholding the integrity and sustainability of the College's built environment. Strong analytical, communication, and collaboration skills are essential, along with the ability to engage effectively with diverse internal and external stakeholders.

REPRESENTATIVE DUTIES

1. Provides leadership and strategic direction for the District's bond, capital improvement, and facilities planning programs, including oversight of the East and West Valley Centers, ensuring alignment with the District's Educational Master Plan and long-range goals.
2. Collaborates with the Bond Office and executive leadership to plan, coordinate, and monitor all capital projects, including designs construction and renovation. Participate in the evaluation of architects, engineers, and contractors, and review schedules, budgets, and cost estimates.
3. Develop, implement, and monitor comprehensive construction and facilities plans, documenting District needs and pursuing state or other external funding opportunities for major capital projects.
4. Develop and implement a comprehensive construction plan to support the District's Educational Master Plan. Document the District's needs and solicit state funding for major construction projects. Assess, track, and review capital construction and improvement projects.
5. Ensure legal and regulatory compliance with applicable federal, state, and local requirements for construction, bond, and grant-funded projects. Direct the preparation of accurate reports, audits, and compliance documentation.
6. Administer and monitor budget, prepare recommendations and justifications for funding requests and authorize expenditures in accordance with District policy and regulations.
7. Confer with District Legal Counsel to resolve disputes, claims, or legal matters arising from bond and facilities programs. Support negotiations and represent the District in real estate transactions as directed by the Superintendent/President.
8. Promote sustainability and environmental stewardship by assessing and implementing sustainable practices, ensuring environmental compliance, and managing the District's environmental impact tracking and reporting.
9. Oversee asset management, space utilization, and making data-informed recommendations to improve operational efficiency and maximize District resources.
10. Prepare and present reports and materials for executive administration, the Board of Trustees, and external agencies; conduct studies and develop data to support decision-making and Board agenda items.
11. Participate in statewide activities, specifically with the State Chancellor's office; serve as

- an advocate for District. Represent the District at local, regional, and statewide meetings, events, and committees, including participation with the state Chancellor's Office and other professional organizations.
12. Participate in professional development to remain current on best practices and emerging trends in construction management, facilities planning, and higher education capital programs.
 13. Lead, supervise, and evaluate assigned staff, including hiring, performance management, coaching, and professional development to ensure a high-performing and collaborative team.
 14. Coordinate communications and partnerships across departments and with external stakeholders, resolving conflicts and ensuring effective collaboration with faculty, administrators, and community partners.
 15. Develop and maintain project schedules and timelines, ensuring multiple projects are organized and completed efficiently within established deadlines.
 16. Participate in professional development activities to remain current on best practices and emerging trends in construction management, facilities planning, and higher education capital programs.
 17. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Applicable federal, state, and local laws, codes, and regulations governing construction, public contracting, and bond-funded projects.
- Division of the State Architect (DSA) regulations, processes, and procedures.
- Principles and practices of architecture, engineering, and construction management as applied to capital improvement projects.
- Sustainability strategies, technologies, and practices that support environmentally responsible design and operations.
- Principles of business and contract law as they relate to construction, procurement, and real estate transactions.
- Methods, techniques, and strategies for planning, managing, and monitoring bond and capital projects, including budgeting and compliance requirements.
- Project management principles and techniques for large, complex construction programs.
- General bond expenditure rules, reporting requirements, and financial accountability standards.

Ability to:

- Exercise honesty, integrity, consistency, and sound judgment in all decisions and actions.
- Work effectively in the best interests of the College and within a participatory governance environment.
- Communicate clearly and effectively, both orally and in writing, with diverse internal and external audiences.
- Establish and maintain collaborative working relationships with faculty, staff, administrators, contractors, and community partners.
- Analyze complex technical and financial information to make informed recommendations to senior leadership.
- Manage multiple, large-scale projects simultaneously and meet established deadlines.

DESERT COMMUNITY COLLEGE DISTRICT

- Understand and effectively engage with community college students and employees from diverse ethnic, cultural, and socioeconomic backgrounds, ages, and educational goals.
- Demonstrate a commitment to equity, inclusion, and working with diverse populations.

MINIMUM QUALIFICATIONS

Any combination equivalent to: A Bachelor's degree from an accredited educational institution or a Master's degree preferably with a major in architecture, engineering, construction management, business administration, public administration, facilities planning or management or related field, and 5 years of full-time experience in strategic or operational experience in the management of capital design and construction projects, and experience in the management of multiple capital design and construction projects of \$100 million or more.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; requires some evening and weekend responsibility; occasional travel to other locations to attend meetings or conduct work. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility.

EMPLOYMENT STATUS

Leadership: Classified Administrator
Range 13

Personnel Management Committee Review: November 7, 2025

Board Approved: February 10, 2017, February 21, 2025, & November 14, 2025