POS I T I O N  D E S C R I P T I O N

Department: Facilities Planning and Capital Projects
Classification Title: Administrator III
Working Title: Director of Project Delivery
FLSA Status: □ Non-Exempt ◯ Exempt
Incumbent:

PURPOSE:
Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities and grounds. FMD consists of five critical and interdependent support departments, including Facilities Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facility Operations. In support of the Cal Poly mission, FMD is committed to promoting a culture that values individual and organizational integrity, civility, and diversity.

Cal Poly is in the midst of transforming its project delivery process as we accelerate the annual capital spending from $100M to $300M by focusing on more collaborative processes, innovative contracts, and best practices from across the industry, Cal Poly is looking to create a project delivery group that matches its top-rated Architecture and Construction Management programs.

Under the general direction of the Executive Director of Facilities Planning and Capital Projects (FPCP), the Director of Project Delivery is responsible for the overall leadership, operation, and management of the capital outlay projects. The incumbent is a decision maker supporting the programs, including project development through delivery; project funding strategy and management; collocation with clients, design professionals, consultants, and contractors; coaching/supervising a team of program managers, consisting of project management teams; and oversees coordination and collaboration with all other departments within FMD and throughout the campus. The incumbent will champion initiatives within the department which may include the strategic plan, operation goals, and staff development. This position is a campus strategic partner who values diversity, equity, and inclusion, focuses on collaboration, creates an innovative and positive environment, and leads with integrity and authenticity.

DUTIES AND RESPONSIBILITIES:
The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

As Needed 90%


ESSENTIAL JOB FUNCTIONS

1. Oversee, administer, and advance the delivery and execution of the capital improvement program. Establish and maintain a project delivery model/standard for advancing the Campus Master Plan to support campus and system growth initiatives.
2. Design, build, and continuously improve comprehensive capital facilities planning program that aligns with the Campus Master Plan and Cal Poly’s vision.
3. Establish and implement best practice project plans and a project governance framework to oversee construction and maintenance activities.
4. Assess, plan, and develop innovative and effective strategies for project delivery.
5. Build and lead a highly skilled, diverse, and effective team that operates in an open, inclusive, development-oriented, and outcome-focused environment.
6. Demonstrate leadership through words and actions by modeling integrity, accountability, effective stakeholder engagement, customer service focus and a learning mindset.
7. Establish and maintain strong working relationships with internal and external stakeholders to facilitate innovation, high-performance, and fiscal discipline.

OTHER JOB FUNCTIONS As Needed 10%

- Participate in committees and work groups as needed, including Space Management Advisory Committee.
- Attend professional development workshops, professional association meetings and conferences related to university and plan to stay current with state-of-the-art methods and practices, network with peers and continue lifelong learning.
- Perform other job-related duties and special projects as assigned.
- Assist Facilities staff with project-related and department/division operational matters.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Bachelor’s Degree in Construction Management, Architecture, Engineering, or related field and eight (8) years of progressively responsible experience in professional facilities management, planning, administration, or management of large, complex-related business or organization, including five (5) years of people management experience. Additional qualifying experience may be substituted for the required degree on a year-for-year basis.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Possession of (or ability to obtain by date of hire) a valid California Driver’s License.

REQUIRED QUALIFICATIONS (SKAs):
- Extensive knowledge of and ability to apply expertise in facilities construction delivery practices and facilities management policies, standards and procedures of a large, complex-related business or organization.
- Thorough working knowledge of methods, procedures, and practices in building design, planning and construction for a facilities management group in a university setting, including capital outlay planning, minor capital outlay and special repair projects; competitive bidding, and code compliance.
• Proven success in management of a program and portfolio of projects, mitigation and resolution of impacts allowing successful delivery of the portfolio. Strategic management of resources to anticipate and mitigate on-going risks to the portfolio within allowable public contracting methodologies.
• Thorough working knowledge of public and private entities including their organizational and operating structures, internal systems, and functional areas, as well as the impact of critical external entities on an organization.
• Knowledge of or ability to interpret and integrate complex data and information to formulate appropriate courses of action that would have broad and far-reaching impact.
• Ability to effectively use all communication methods and formats and to use expertise, as well as persuasion and negotiation skills, to build consensus to achieve short- and long-term goals, and objectives.
• Advanced financial, budgeting and cost management skills including the ability to manage scarce project resources.
• Demonstrated skill in supervising and managing diverse, high-performing teams, including talent attraction, engagement, performance management, and development.
• Knowledge of or ability to quickly learn complex organizational and management structures and an ability to adapt to the dynamics of organizational, procedural, technological, and policy change.
• Ability to read and understand proposals, plans, blueprints, contracts, purchase orders, and specifications for all phases of capital projects.
• Excellent organizational and time management skills with the ability to maintain a high degree of accuracy while setting own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Demonstrated ability to maintain a high degree of confidentiality, including an ability to apply a high level of judgment and discretion on a consistent and continuing basis.
• Ability to foster an engaging team environment, focused on continuous improvement.

PREFERRED QUALIFICATIONS:
• Experience in a higher education setting.
• Experience with managing processes and procedures.
• LEED AP or other equivalent certification.

SPECIAL CONDITIONS:
• Must be able to successfully pass a pre-employment background check.
• Must be able to work additional hours, including weekends, evenings and occasional holidays, and adjust working hours to meet special projects.
• Must be willing to travel and attend training programs off-site for occasional professional development.
• The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
• This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
• Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
• This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

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SUPERVISOR: I certify that all statements on this form are complete and accurate.

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HUMAN RESOURCES USE ONLY

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