

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **PROGRAM CONTROLS MANAGER**

District Services

Management Class Specification

#### **DEFINITION:**

Under general supervision will plan, organize, direct and coordinate the activities of a modernization program controls; to include project scheduling, cost estimating, budget preparation, project accounting, project performance measurement and forecasting; to coordinate project controls activities for all project at each College to provide programmatic performance measurement and forecasting for internal and external reporting. Provide complex staff assistance to the Program Director.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a single position class responsible for project controls within the facilities department for bond funded renovation and new planning, design and construction projects. This position works extensively with outside consultants, contractors and vendors and provides complex administrative support throughout all phases of projects. Receives general direction from the Program Director. Exercises direct supervision over assigned clerical, technical, professional and supervisory personnel.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

Duties may include, but are limited to, the following:

- Assist in the development and implementation of program goals, objectives, policies and procedures.
- Manage, direct and organize program controls activities including managing the development and monitoring of budgets and cost estimates, and adherence to cost and accounting procedures.
- Direct, oversee and participate in the development of the program controls work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development of the program/project work plans; monitor project progress relative to compliance with projected cost and scheduling plans; review and evaluate work products and services to the District's contract administration and accounting procedures; and recommend payment of invoices from various consultants as appropriate.

- Prepare the program/project budgets. Assist with budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service. Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Principles and practices of project management, scheduling, budgeting and cost control relative to planning, design and construction projects. Principles and practices of policy development and implementation. Principles and practices of business correspondence and report writing. Pertinent local, State and Federal laws, rules and regulations. Budgeting procedures and techniques. Principles and practices of supervision, training and personnel management.

**Ability to:** Organize, direct and implement a comprehensive forecasting, scheduling, and cost control system. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently perform field inspections of project sites; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift and carry weight of 10 pounds or less. Prepare and administer a budget. Supervise, train and evaluate personnel. Interpret and explain district policies and procedures. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing.

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance or technical field. A master degree is highly desirable.

**Experience:** Any combination of experience and training that would provide the required knowledge and abilities if qualifying. Five years of increasingly responsible experience in a technical field involving project budgeting, scheduling and cost control activities, including one year of administrative experience. Experience with project management fundamental systems and software such as Microsoft project and/or Primavera scheduling

software to include an understanding in project budgeting, earned value, scheduling and PERT analysis. Trained and having experience in the use of spreadsheets, word processing and database systems and software. Must be able to travel to various locations within the service area.

**License/Certification:** A valid Class C California Driver's License.

Adopted by the Board of Trustees  
Effective: January 17, 2007  
Board Designation: Administrative  
(p:/program controls manager)