



Job Bulletin E17 – 13/14

DIRECTOR OF FACILITIES PLANNING

This recruitment will remain open until filled. For priority consideration, please complete on-line application by October 6, 2013. A review of applications will begin October 7, 2013 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

PRIMARY DUTIES AND RESPONSIBILITIES:

Reporting directly to the Vice President of Administration and Finance, the Director of Facilities Planning provides planning expertise while overseeing all activities associated with capital construction programming in support of the University's strategic and master plans. S/he coordinates with the CSU Capital Planning Division (CPDC) all aspects of Planning, Design, and Construction, including the campus construction program, capital outlay program, campus physical master planning, capital renewal and real estate acquisition and development. The incumbent works closely with campus administrators, faculty and the campus consulting architects to develop appropriate plans and specifications for new or renovated campus facilities in accordance with Master Plan requirements.

The Director of Facilities Planning works to ensure coordination between planning and operations. S/he is responsible for developing realistic project budgets and coordinating schedules to ensure that there is minimal disruption to academic programs or facilities operations routines.

The incumbent establishes and maintains productive working relationships with administrators, faculty, staff, system-wide offices, regulatory agencies, architects, consultants and the community to ensure effective collaboration while moving in innovative directions in an environment of campus growth and expansion.

SPECIAL REQUIREMENTS:

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.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Architecture, Planning or closely related field.
- A minimum of five years of experience in architecture and/or architectural project management
- Valid State of California driver’s license.
- Must be able to maintain cooperative working relationships with the university community, Chancellor’s Office, local municipal agencies as well as regulatory agencies, construction inspectors and architects/engineers.
- Must have excellent oral and written communication skills as well as a demonstrated commitment to the principles of diversity and multiculturalism.
- Must have general knowledge of building and safety codes (California Building Code, California Title 24, Americans with Disabilities Act Guidelines, California State Fire Code, and Occupational Safety Code).
- Must possess ability to interpret and develop architectural/engineering drawings and construction specifications.

DESIRABLE QUALIFICATIONS:

Graduate degree and/or Architectural license strongly preferred.

SALARY: Commensurate with experience.

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APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

BENEFITS: The benefits package includes a choice of several medical plans (HMO and PPO) at minimal cost to the employee, a choice of two dental plans, a vision plan, long-term disability and \$100,000 employer-paid life insurance. Also offered is a California State University fee waiver program; CalPERS retirement plan; eight hours of sick leave and sixteen hours of vacation earned each month, and fourteen paid holidays per year.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**The California Maritime Academy is committed to a diverse work force
and is an equal opportunity employer.**