



## Executive Director, Capital Construction Health Sciences Campus Job Description

### JOB INFORMATION

<i>Job Code:</i>	181917
<i>Job Title:</i>	Executive Director, Capital Construction Health Sciences Campus
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages employees (varied levels) across departments on a project basis.; Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Construction
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Directs capital construction development operations, activities and staff across the university. Serves as principal liaison with senior leadership and key stakeholders, promoting strategic vision and logistics. Collaborates with university customers, state regulators and city officials, facilitating timely and effective project participation. Regularly meets with current/prospective customers, and is involved in staff recruitment, hiring, orientation, training and supervision.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree	Engineering	Or
	X	Master's degree	Architecture	Or
	X	Master's degree	Construction	Or
	X	Master's degree	Business Administration	Or
	X	Master's degree	in related field(s)	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		15 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Extensive project management experience, with increasing responsibility in facilities planning, design and construction.
X		Experience supervising project management staff and managing complex construction projects and project teams, with a high-level understanding of overall design and construction processes and related disciplines.
X		Knowledge of applicable regulations and principles and experience interpreting changes and trends.
X		Proven experience with conflict resolution, mediation, counseling, and identifying and resolving problems.
X		Demonstrated analysis, evaluation, budgeting, consulting, negotiation, public speaking and interpersonal skills.
X		Excellent written and oral communication skills, able to communicate clearly and effectively with individuals at all levels within the university, governmental agencies, and various diverse groups.
	X	Extensive management-level project management experience in facilities planning, design and construction in higher education settings.
	X	Ability to independently develop, drive and contribute to comprehensive strategies and business plans in rapidly changing environments.

## Licenses

Req	Pref	License(s)
X		Currently licensed professional engineer or architect, or able to become licensed/certified soon after hire.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certified Construction Manager

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Plans, directs, and reviews the operations and activities of construction project management services. Establishes goals, priorities, standards, and schedules, and assesses performance and progression against these measures. Collaborates with numerous relevant stakeholders (e.g., university architect, local, state, and federal agencies having jurisdiction over projects) to facilitate timely and effective project participation, ensuring work is within university parameters and appropriately assigned.				
Serves as an information resource and subject-matter expert concerning unit programs and projects, promoting strategic vision and logistics and communicating with internal/external stakeholders. Conducts and/or participates in tours of construction sites and facilities, addressing customer concerns and providing solutions to any issues.				
Provides customer service to staff, customers, leadership, and the broader university community. Meets customer needs, offers options, resolves problems and follows up. Communicates with relevant stakeholders to ensure awareness of progress, risks, and results. Ensures full customer satisfaction, maintaining a professional, friendly and helpful demeanor.				
Participates in long- and short-term strategic planning, as assigned. Stays current with changes in laws, regulations, and technologies which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Maintains continuity of any required or desirable certifications, if applicable.				
Determines overall unit staffing needs and assignments based on workload, goals and objectives. Involved in staff recruitment, hiring, orientation, training and supervision of unit staff. Responsible for performance evaluations. Counsels, disciplines and recommends termination, as required.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
principles of the USC Code of Ethics. Regularly meets with current/prospective customers and fosters a culture of transparency, accountability, and excellence.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.