

DIRECTOR OF FACILITIES AND PLANNING

DEFINITION

This position is directly responsible to the Chief Business Officer (CBO) for all matters related to the planning, acquisition, construction, maintenance and operations of district facilities. Serve as an advisor to the CBO and Superintendent on short and long-range district housing needs and matters related to this responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate direction from the Chief Business Officer, and supervises the Facility Planning, Maintenance and Operation Departments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements). Duties may include, but are not limited to the following:

Develop, evaluate and makes recommendations to the CBO regarding administrative policy governing the Facility Planning, and Maintenance and Operations Departments. (E)

Serve as a member of the Superintendent's Cabinet and represents the District when designated by the Superintendent.

Development and implementation of general and specific district facility master plans, including policy development and adoption, cost estimations, and process and project scheduling (E)

Coordination of the development and use of educational program specifications for District facility projects

Development and maintenance of cooperative working relationships with appropriate agencies at the federal, state, and local levels (E)

Direction and supervision of all District construction and related activities, including financial planning, development of plans and specifications, project budgeting, bidding, construction, testing and inspection (E)

Coordination and direction of activities regarding the identification, reservation, acquisition, administration, sale or lease of properties (E)

Preparation and monitoring of all local, state and federal applications and documents pertaining to facility funding and construction programs

Serve as the District's Environmental Review Officer and directs all District activities related to the National Environmental Protection Act, the California Environmental Quality Act, and other federal, state county, or local acts related to the development and use of District facilities (E)

Maintenance of plans, records, and other documents related to District properties, facilities related planning activities

Development and maintenance of databases pertaining to the planning, financing, construction, maintenance and operations of District facilities

Direction and/or assistance in the development and use of enrollment projections, attendance area boundary modifications, and short-term or interim student and employee housing programs (E)

Administration of the District's development fee and related programs

Representation of District in local, state, and federal legislative processes related to school facilities **(E)**

Perform related duties as assigned by the Superintendent.

QUALIFICATIONS

Knowledge of:

- School planning, operation and financing processes
- Local, state and federal legislation and regulations affecting school facilities
- School construction processes

Ability to:

- Interpret legislation, regulations, documents and directives related to school facility planning and implementation, and explain them to staff, Board of Education and public
- Prepare and present clear reports on facility matters
- School construction processes

Education and Experience:

Any combination of education, training and experience equivalent to:

- Bachelor of arts degree
- Three (3) years experience in school facilities financing, planning, construction, maintenance and operations

License and Certificate

- Possession of a valid California driver's license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs. at waist height for short distances
- Push/pull up to 40 lbs. for short distances
- Reach overhead, above the shoulders and horizontally.

Salary Schedule

Management Team Salary Schedule

Tier 7, Range 02

12-month work year

Board Approval: 07/01/07

Management re-alignment effective 03/01/19