

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Director of Facilities & Planning

DEPARTMENT: Facilities Development

POSITION SUMMARY:

Under general direction of the Associate Superintendent for Business Services, responsible for property acquisition, facility planning, facility construction and reconstruction, maintenance of cooperative relationships with federal, state and local agencies, contractors, and management of facilities related funds including developer fees and other mitigation funds, bond funds, the deferred maintenance fund, redevelopment funds and reconstruction funds.

ESSENTIAL FUNCTIONS:

1. Directs the District facility planning efforts for the construction of new school auxiliary structures.
2. Supervises planning and implementation of temporary housing.
3. Plans, organizes and manages maintenance projects deemed to be outside the scope of the district maintenance team.
4. Directs the activities of construction and reconstruction projects.
5. Prepares reports on projects.
6. Prepare resolutions, agenda items and documentation required for Board action.
7. Serves as the District's authorized agent for property acquisition, the State School Building Program and California Environmental Quality Act.
8. Represents the District in relationships with local, state and federal agencies in the process of developing and implementing facility planning and construction; including State and Federal funding applications and forms.
9. Works closely with city, community and consultants to ensure projects are cooperatively implemented.
10. Directs and evaluates other District personnel.
11. Advises District administrators concerning the requirements of facility planning, construction and maintenance.
12. Prepares and maintains appropriate records of District facilities development.
13. Set up project budgets within appropriate funds; verify expenditures per budget and contract; maintain up-to-date financial statements by project within fund; monitor cash flow; prepare and verify income and expenditures.
14. Prepare, monitor and record community facilities district and bond financial statements, issue disbursements requests and receipts.
15. Act as liaison with consultants, staff, and fiscal agents in the administration of Community Facilities Districts and Bond Oversight Committees.
16. Negotiates school construction financing plans with private sector.
17. Maintains regular and prompt attendance in the workplace.
18. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

Bachelor's Degree and the ability to carry out oral and written directions, read and speak at a level sufficient to fulfill the duties to be performed for the position described; three (3) years of experience in California public school facility planning and development. Must hold a valid California driver's license.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles and practices of organizing and coordination of a comprehensive planning, construction and maintenance program.
2. Knowledge of school district organization, operations, policies and objectives.
3. Knowledge of building construction methods and materials.
4. Knowledge of laws relating to school planning, construction and maintenance.
5. Knowledge of educational space planning and design.
6. Knowledge of principles and practices of administration, supervision and training.
7. Ability to prepare a departmental program and supporting budgets.
8. Ability to read and interpret plans and specifications.
9. Ability to prepare reports and perform research.
10. Ability to select, supervise and evaluate personnel.
11. Ability to interpret state and local laws, codes and District regulations.
12. Ability to communicate effectively both orally and in writing.
13. Ability to maintain cooperative working relationships with those contacted in the course of work (consultants and professional experts as well as all levels of District staff).

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Work on computers for extended periods of time.
5. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as hard hat, closed toe shoes, earplugs, dust mask, and safety glasses.

SALARY: LME 58

DAYS OF SERVICE: 225

Board Approved: HS:11/12/96 Elem:11/12/96 Revised: 05/13/03
Revised: 8/11/09
Revised: 11.8.16 (range only)