

## Western Placer Unified School District

### POSITION DESCRIPTION REVISED March 2006

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Position Title:           **DIRECTOR OF SITE DEVELOPMENT**  
Department:           Administrative Office/Facilities Annex  
Reports to:             Facilities Superintendent/ Special Projects

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#### **SUMMARY:**

Under the direct supervision of the Facility Superintendent. Director of Site Development is responsible for assisting the Facility Superintendent in planning, organization, coordination and implementation of the school district facility program. The Director of Site Development will coordinate and develop construction, reconstruction, alteration, relocation and other capital outlay projects as assigned. Assists with all Office of Public Schools Construction (OPSC), State Department of Education (SDE), and Department of State Architect (DSA) applications and submittals as directed. Responsible for coordinating, scheduling, and managing the relocation of staff, furniture and equipment into new schools and between existing facilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Assists in coordinating site personnel during the planning, construction, and closeout phases of site construction projects or modernizations.
- \* Serves as the district representative to the Office of Public School Construction, State Allocation Board, Division of State Architect, Department of Toxic Substances Control and California Department of Education/School Facilities Planning Division.
- \* Assists as a liaison among district administrators, construction inspectors, architects, contractors and planning and construction agencies.
- \* Assists as requested in the planning of new facilities and modernization projects including planning and participation in educational specifications committees, architects, consultants and inspector selection.
- \* Meets and confers with appropriate officials in the Federal, State, County, and City governments and makes professional recommendations to ensure compliance with legal requirements, construction codes and specifications.
- \* Oversees implementation and monitoring of the Labor Compliance Program (LCP), Storm Water Pollution Prevention Plan (SWPPP), and the National Pollutant Discharge Elimination System (NPDES).
- \* Coordinates with the City of Lincoln Planning Department for such needed items as bus stops, driveway and curb cuts, sidewalk and crosswalks for new school sites.
- \* Chair and implement District Board Policy 7511.( Naming Facilities )
- \* Performs other duties as assigned by the Supervisor, Assistant Superintendent or the Superintendent.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelors Degree, minimum. Preferably a degree in Administration/Business Administration. Knowledge of and experience at all three school levels: elementary, middle, and high school preferred. Experience with school construction and facility development essential.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to administrators, public groups/community, and Board of Trustees.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Personal computer skills. Ability to apply knowledge of current research and theory in specific fields. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies. Ability to read and interpret accurately specifications and blueprints.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is variable.

**FUNDING:**

This position will be funded from developer fees, no General Fund monies will be attached to this position. This position is dependent upon adequate district facility growth.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***