

JOB DESCRIPTION
San Diego County Office of Education

Senior Director, Facility Planning Services

Purpose Statement

The job of Senior Director, Facility Planning Services is done for the purpose/s of directing a staff of professionals and working independently and directly with District Superintendents, School Boards and Chief Business Officials throughout the County to forecast and respond to their individual and collective facility needs with a focus on small school districts; and serves as the primary advocate for school facilities, energy and resource conservation across county schools.

Essential Functions

- Acts as principal advisor on facility matters for the Executive Board of Directors of both the Facility JPA and the Energy JPA for the purpose of providing necessary information for decision making, taking appropriate action and/or complying with fiscal, legal and administrative requirements.
- Advises on facility related matters (e.g. construction methodologies, consultant needs, facility requirements, funding options, implementation strategies, etc.) for the purpose of providing leadership in relations with state and local agencies.
- Advocates and participates in advocacy of local and state facilities related issues of high importance to districts for the purpose of developing consensus position statement with appropriate regional leadership.
- Assists small school district with a variety of services (e.g. project management, completion of forms and applications, state and local agencies processes, selection/direction/management of consultants, etc.) for the purpose of providing support and hands on assistance beyond advisement.
- Collaborates with a core team of facility professionals for the purpose of identifying Local Educational Agency facility needs, creating/marketing/ and implementing innovative service programs and opportunities, some of which may be fee based.
- Communicates with administrators, personnel and outside organizations for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Consults on energy, water and other resource conservation issues (e.g. energy efficiency technologies, water conservation methods, recycling, funding options, implementation strategies, etc.) for the purpose of providing leadership in relations to Title 24, other governing regulations and local and state agencies.
- Establishes and manages regional consortium and related services/programs (e.g. consulting services, budget administration, advisory committees, etc.) for the purpose of identifying district needs and developing regional responses in collaboration with school districts and appropriate local and state agencies.
- Facilitates and coordinates local Oversight Boards and their services (e.g. Board appointments, redevelopment agreements and the dissolution process, contracted projects administration, audits, use of funds, etc.) for the purpose of providing information, making recommendations and/or ensuring compliance with established guidelines and legal requirements.
- Manages facility planning services office (e.g. budget development, supervision and evaluation of staff performance, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget.

- Reviews county and municipal development plans for the purpose of forecasting collective facility needs for districts in accordance with regulatory requirements.
- Serves as a liaison between the department and internal and external personnel, agencies and organizations (e.g. OPSC, DSA, DTSC, cities and/or County of San Diego, State legislature, etc.) for the purpose of providing leadership in relations with district, county, state and local agencies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups, district leadership and all levels of staff; preparing and maintaining accurate records; project management and public works and contracting requirements.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; energy, water and other resource conservation methods, local government administration and budgeting; facility planning demographic analysis techniques, construction methodologies; Geographic Information Systems applications; school or general governmental facility financing, and pertinent computer software applications.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; lead and manage a group of facilities and resource management professional both employees and consultants; and working under time constraints.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five or more years of experience in the State School Construction, school business management, or related general governmental facility or construction experience.

Education: A Bachelor's degree in closely related field from an accredited institution of higher learning.

Required Testing

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 53

Personnel Commission Approved: October 19, 2016