

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

**DIRECTOR OF CAPITAL PLANNING**

**POSITION:** Director of Capital Planning I

**REPORTS TO:** Assistant Superintendent of Supporting Services

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

The Director of Capital Planning provides leadership and support in the development of long-range local and state capital improvements plans, enrollment projection forecasting, and the Educational Facilities Master Plan. Provides guidance to the Division of Supporting Services regarding the State of Maryland's School Construction Program's policies and procedures for administering capital improvement projects. This position also oversees the school system's Energy Coordinator positions.

**ESSENTIAL FUNCTIONS:**

- Directs and evaluates employees to include recommending the employment of new personnel, recognizing, and disciplining existing personnel;
- Ability to develop, implement, and manage the capital planning annual budget and utility budgets;
- Ability to manage multi-year budgets and the disbursement of funds on capital and operating funded projects;
- Ability to collect, analyze, and present demographic and student enrollment data;
- Thorough knowledge of school board policies, goals, and objectives;
- Ability to understand and communicate policies of the State of Maryland's School Construction Program and its administrative guide and to implement the Maryland Office of Planning's policies, procedures, and state-wide initiatives;
- Ability to work with and facilitate committees and work groups that consist of a wide array of participants; i.e., community, business, state and local agencies, and private interest groups;
- Ability to develop, revise/refine, implement, maintain, and ensure compliance with local, state, and federal guidelines, policies, and procedures;
- Ability to work collaboratively with other departments and staff; and
- Represent the school system and special education program at local, state, and federal meetings, including Board of Education meetings and community partnerships.

**DUTIES AND RESPONSIBILITIES:**

- Manage the activities and services of the Capital Planning Department;
- Plan and implement short and long-range objectives which relate to the departmental and system-wide objectives;
- Prepare, estimate, present, and manage the annual budgets for the capital improvements program, capital outlay budget, and the utility budget in accordance with all applicable policies and regulations, including those mandated by the State of Maryland's School Construction Program, the Commissioners of St. Mary's County, and the Annotated Code of Maryland;
- Plan, direct, and manage the research, analysis, and development of a comprehensive long-range capital improvements program;
- Develop and maintain a comprehensive student demographic software system for forecasting student enrollment projections, forecasting growth, development of redistricting options, and maintaining school boundary files;

- Plan, directs, and manage the utility budget, including the Energy Coordinator Extra Pay for Extra Duty positions;
- Administer the policies and procedures of the State of Maryland's School Construction Program and the Maryland State Department of Education related to school facility planning and construction;
- Maintain relationships with school administration, county and state officials, and the local and state delegations to satisfy the needs of the capital improvements program;
- Provide direct supervision and evaluation of capital planning personnel;
- Manage facility planning, scope and budget development, and required reporting for the capital improvements program and utility budget based on identified needs, established program goals, and evaluates for effectiveness;
- Conduct studies which involve office and field research and interpretation of data into maps, charts, and other graphical materials to be used in planning analysis;
- Exercises initiative and independent judgment in the execution of duties;
- Maintain professional competence through participation in regional and state workshops, meetings, and seminars;
- Maintain a high level of knowledge regarding on-going and new program developments, including review of recent literature, studies, and reports to evaluate findings and suggest changes or modifications to improve existing programs; AND
- Perform other duties as assigned.

#### QUALIFICATIONS:

- Possess a bachelor's degree from an accredited college or university with a major in planning, business management, or a related field;
- Five years of experience in the field of facilities planning, to include:
  - Three years of experience in a supervisory capacity;
  - Preference given to candidates with experience in educational facilities planning;
  - Experience with the legal requirements involving the acquisition and use of school grounds and facilities;
  - Leadership experience with school, community, and governmental groups regarding school facility planning issues;
- Effective public relations, interpersonal, organizational, leadership and supervisory skills;
- Excellent verbal and written communications and human relations skills; and
- Demonstrated ability to speak before large diverse groups.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on SMASA salary schedule for eleven and twelve-month employees – Range F.

#### BARGAINING UNIT ELIGIBILITY: SMASA