

**SCHOOL FACILITIES PLANNING SPECIALIST**

**Purpose Statement:**

Under general direction, the School Facilities Planning Specialist serves as staff consultant to assigned school districts in areas related to school facilities planning, financing, construction, maintenance and operations, and other special programs.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Acts as district(s) or SDCOE's authorized agent in dealings with state agency officials, architects, engineers, contractors, inspectors, testing labs and district personnel or other agencies regarding facility planning, financing, and construction matters.
- Develops, acquires, and administers contracts for professional and construction services and real property, including, requests for information, change orders, amendments, and other budget and project impacts for the purpose of providing dispute resolution support.
- Communicates and coordinates with all levels of internal staff and external agencies (e.g. school principals, plant/maintenance managers, directors of fiscal services, directors of information services, and other district staff, etc.) for the purpose of planning construction schedules and their impact and/or providing requested information.
- Supports the process for determining school districts' eligibility for state funding, prepares and administers applications, proposals, forms, contracts, and other required documents in a timely manner to all state and non-state agencies as required.
- Coordinates the selection of technical consultants and construction contractors including architects, engineers, demographers, financial consultants and serves as the primary point of contact directing the services they are contracted to provide.
- Develops and implements facility planning maintenance and financing strategies.
- Makes presentations to boards of education to secure approval of recommended actions, required contracts and legal documents.
- Manages construction projects and related activities (e.g. preparation and oversight of all budgets, expenditures, services, documentation, schedules and materials needed, planning, contracting, design management, budget and cost controls, weekly jobsite meetings, etc.) for the purpose of ensuring project closeout for timely completion.

- Prepares, or supervises the preparation of, periodic and special reports such as demographic studies, district surveys, long-range planning studies, needs analysis, and legislative summaries.
- Participates in meetings, professional learning, presentations, workshops and conferences for the purpose of representing the department with conveying and/or gathering information required to perform job functions.
- Plans, organizes and coordinates construction of, alteration to, and relocation of school facilities.
- Prepares a wide variety of written materials and electronic information related to school facilities construction, maintenance and operations (e.g. demographic studies, district surveys, long-range planning studies, needs analysis, legislative summaries, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Researches and interprets the application of state and Federal laws, regulations, and established policies for the purpose of maintaining current knowledge of technological advances, applicable legislation, trends, and reporting requirements.
- Keeps current of changes and trends in school facilities planning.

**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**

KNOWLEDGE of:

California school facility functions;  
 Architectural and construction management methods and techniques;  
 The State construction programs and alternative funding sources;  
 California Environmental Quality Act (CEQA);  
 School facility financing;  
 Facility planning demographic analysis techniques;  
 Maintenance and operations functions;  
 Education, public contract and other legal codes and their application;  
 Construction site safety and security;  
 Accounting/bookkeeping principles and budget processing;  
 Business telephone etiquette;  
 Cost/fund accounting;  
 Codes/laws/rules/regulations/policies  
 Office application software;  
 Architectural and construction management methods and techniques.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;  
 Research, analyze, interpret, and apply state and federal laws, regulations, and established policies to ensure compliance in facilities related matters;  
 Establish and maintain effective working relationships;  
 Maintain confidentiality;  
 Set priorities;  
 Meet deadlines and schedules;  
 Work with detailed information; and adapt to changing priorities;  
 Accuracy and attention to detail;  
 Communicate with diverse groups;  
 Work as part of a team;  
 Work with detailed information/data.

**Working Environment:**

Duties are typically performed in an office or school site setting. Travel to school districts and other County Office locations is a regular part of this assignment. May be designated in an alternate work setting using computer-based equipment to perform duties.

**Physical Abilities:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other equipment; walk on uneven surfaces; climb ladders, kneel, crouch, bend at the waist and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies and to access construction projects; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education:** A bachelor’s degree or higher in architecture, engineering, business, public or educational administration, planning or construction, or a closely related field; and:

**Experience:** Three (3) years of direct experience in school planning, design and construction in California.

**Equivalency:** A combination of education and experience equivalent to a bachelor’s degree or higher in architecture, engineering, business, public or educational administration, planning or construction, or a closely related field and three (3) years of direct experience in school planning, design and construction in California.

**Required Testing**

N/A

**Certificates**

Valid CA Driver’s License

**Continuing Educ./Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
 Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 40

**Personnel Commission Approved: October 19, 2016**

Revised: 7/2023