

POSITION DESCRIPTION

Position Title: Bond Program Director

Date Prepared or

Last Modified: October 26, 2021

Work Year: 260 Days

Department: Operations

Reports to: Chief Operations Officer

POSITION SUMMARY:

Provide overall leadership, daily oversight, process management, technical support and guidance for implementation of the projects described in the 2021 Bond Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- D 25% Provide overall leadership, daily oversight, process management, technical support and guidance for the implementation and completions of the projects in the 2021 Bond Program
- D 25% Monitor construction projects to ensure projects meet schedule, budget and scope; initiate schedule, budget and scope changes as necessary
- D 10% Plan and conduct regular bond team meetings
- D 10% Serve as primary liaison between bond staff and the Chief Operations Officer
- D 10% Supervise and evaluate the performance of Bond Program staff; interview and select employees and recommend termination and disciplinary action.
- D 10% Act as a liaison to city, county and state planning agencies to maintain effective communication regarding mutual planning and development issues involved with the implementation of the 2021 Bond Program
- D 8% Prepare and provide regular updates to the Citizens' Bond Oversight Committee, Board of Education, local governmental entities, citizen groups and district committees as necessary
- D 2% Perform other related duties and assume other related responsibilities as may be assigned by the Chief Operations Officer

EDUCATION AND TRAINING: Bachelor's degree in Construction Management, Business Administration, Architecture, Engineering or related field or equivalent experience and training

EXPERIENCE: A minimum of ten years of progressive experience with planning and implementing capital improvement programs including at least three years in a supervisory capacity and three years in Pre-K – 12 education buildings, including site planning

SKILLS, KNOWLEDGE, & EQUIPMENT

- Demonstrated leadership within a collaborative decision making environment
- Excellent analytical and communications skills (both written and oral)
- Ability to interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds
- Strong interpersonal and conflict resolution skills
- Demonstrated skills in effective management, supervision and team building
- Ability to develop positive relationships with employees at all levels within the organization, elected officials, external agencies and parent communities

- Working knowledge of current technology including computer, office and construction management software and other programming available to enhance department
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures

SUPERVISION/MANAGEMENT RESPONSIBILITY: Position has full supervisory responsibility for all bond program staff.

PHYSICAL REQUIREMENTS: While performing the duties of this job the employee is regularly required to walk, sit, reach with arms, talk and hear. The employee is occasionally required to climb, balance, stoop, kneel and crouch. The employee must regularly lift and move up to 25 pounds. Specific vision abilities required by this job include close and distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: While performing this job employee may regularly be required to work near moving mechanical parts and be exposed to outdoor weather conditions. The employee may occasional work in high precarious places, exposed to fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment may be quite high.

MENTAL FUNCTIONS:

Ability to compare, analyze, synthesize, and evaluate data and information.

Ability to communicate, coordinate, facilitate, instruct, compute, compile, and negotiate in small and large group settings.

Ability to develop, evaluate, and manage budgets.

Ability to understand and use financial information.

Ability to understand construction documents and technical specifications.

The above statements are intended to describe the general nature and level of work performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of the position.