

## **FACILITIES PROJECT/PROGRAM SERVICES MANAGER**

### **DEFINITION**

Under supervision and direction of the Chief Operations Officer, the Facilities Project/Program Services Manager will be responsible for coordinating and developing short and long range plans for school facilities and compile information and reports on District demographics, enrollment, attendance boundaries and new development. This position will assist with the planning, coordination and organizing of construction, modernization, alteration projects, relocation of school buildings and facilities, and other capital outlay projects.

### **QUALIFICATIONS**

**Experience:** A minimum of 5 years of experience in school facilities planning; prior work experience with a school district working with school impacted facilities desired. Possession of a valid California Driver's License.

**Education:** Graduation from a four-year accredited college or work experience equivalency.

### **DISTINGUISHING CHARACTERISTICS**

This is a management position working with contractors, architects, inspectors, and engineers for various construction projects. This position assists in coordinating and developing the facilities master plan, Geographic Information Systems (GIS), construction project planning and scheduling, cost control, contract administration and maintains continuous communication with the Chief Operations Officer regarding project status.

This job description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

### **ESSENTIAL DUTIES AND REPOSIBILITIES**

- Assist in the research, preparation and development of the District's facilities master plan and developer fee justification studies.
- Prepare maps, notices, public information documents and other informational items.
- Coordinate, as directed by the Chief Operations Officer, the imposition of developer fees, expenditures, and provide clarification regarding implementation of the fees.
- Develop research procedures for the projection of student enrollments and housing trends as directed and test and analyze the effectiveness of newly developed projection methods.
- Compile data and perform studies concerning school boundaries and student demographics.
- Maintain the District's GIS program and compile reports and information utilizing the GIS program.
- Assist in the coordination and development of short and long range plans for the housing of students and related District support functions.
- Prepare California Environmental Quality Act documents, respond to environmental impact assessments and reports and plans submitted by developers, builders and governmental agencies.
- Research, coordinate and monitor information on residential/commercial/industrial subdivision activities and their impact on the school District.
- Prepare data and support materials and assist in the development of funding for school facilities including the development and preparation of grants and applications in the State School Facility Funding program.
- Manage internal operations, including supervision of office staff.
- Work with Accounting Technician and Department Managers to develop and maintain project cash flow and budgets.
- Prepare and assist in the Requests for Qualifications (RFQ) and Request for Proposals (RFP) documents.
- Assist in the planning of new facilities and modernization projects, including education specification committees, site acquisition, architect and inspection selection and plan review.
- Assist in the development, coordination, implementation and monitoring of school construction projects as assigned, including the maintenance of the records related to field orders, change directives, change orders and field reports of construction projects. Conduct investigations and make recommendations in connection with planning, design, construction, design modifications, and contract administration in the District's building program.
- Maintain complete project files including drawings, proposals, contracts, work in progress reviews and inspections.
- Keep District employees informed of status of construction projects through various methods, including meetings and written reports.
- Participate and coordinate in the required final close-out documents, including occupancy of buildings certificates and required State submittals.
- Assist in the placement of portable and relocatable school housing including the evaluation of sites for appropriate location and placement. Provide assistance and analysis on General Plan and Community Plan updates.
- Serve as liaison among District administrators, furniture and equipment vendors/contractors, and work in conjunction with the Purchasing Department to ensure appropriate classroom equipment is ordered and installed properly.
- Assist in the processing and reviewing of environmental compliance documents.
- Attend and participate in District, staff, State agency, City, County, and community meetings, as required.
- Assist in the coordination and administration of "joint use" agreements between the District and other public agencies.
- Coordinate with other District offices such and Maintenance, Technology, Transportation, and Fiscal Services.
- Respond to technical questions and provide information regarding routine legal mandates, policies, regulations and operational guidelines to the public and various public agencies.
- Initiate and answer telephone calls; make appointments; compose correspondence; maintain files; compile and prepare reports.

**FACILITIES PROJECT/PROGRAM SERVICES MANAGER**

- Prepare or draft letters, reports, bulletins, Board agenda items, and memorandums, including material of a confidential nature.
- All other duties, as assigned.

**KNOWLEDGE:**

- Applicable codes, ordinances, and regulations.
- OPSC, DSA, CDE and CEQA Guidelines and Policies
- State and local codes pertaining to and their application to school construction.
- Facilities planning, purchase, lease and use agreements and procedures, research procedures, projection methods for births/population/housing/enrollment trends; office procedure and practices including report writing, English usage, spelling, grammar and punctuation, computer literate.
- Major computer aided software systems, including Word, Excel, Power Point and GIS are required.

**ABILITIES AND SKILLS:**

- Develop planning documents; visualize conceptual plans and designs; develop cost estimates and analyze situations and data accurately; present data graphically and to write and speak effectively.
- Plan work and carry through without supervision; supervise the work of others; and willing to work additional hours periodically.
- Express ideas effectively, verbally and in writing.
- Analyze situations and develop appropriate recommendations.
- Establish and maintain effective working relationships with others.
- Travel throughout the District.
- Establish and maintain effective working relationships with others.

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**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 usually moderate to severe.
- Employees in this position will be required to work indoors in a standard office environment and outdoors as needed and will come in direct contact with District staff and the public.