

BUENA PARK SCHOOL DISTRICT

BOND PROJECT OFFICER

DEFINITION

Under the general direction of the Superintendent or Superintendent Designee, but working closely with the Superintendent and Cabinet, the Bond Project Officer shall be responsible for the District's Bond Program. The Bond Project Officer will provide overall leadership to organize and administer a comprehensive site and master facility planning program including new construction and modernization. Major funding provided by Buena Park School District's Measure B and Measure M Bond authorizations was provided by voter approved General Obligation Bonds. Additional funding will be augmented by other Capital Outlay funds including developer fees and the County Schools Facility Fund. The Bond Project Officer will be responsible for the successful planning, programming, design, and construction of District Facilities. The Bond Project Officer will provide District leadership with all required aspects to complete a major capital development program. The position will plan and direct fiscal and human resources for the facilities planning and construction/reconstruction of all existing and proposed facilities and complete major capital development programs.

This is an executive-level position. Salary is competitive and commensurate with experience and qualifications.

EXAMPLE OF DUTIES

- Develops facilities planning data to assist the Superintendent, Executive Cabinet, and the Governing Board of Trustees in the development of new or modernized facilities;
- Acts in the capacity of District Program Officer for Bond Programs;
- Manages the implementation of the District's Facilities Master Plan, manages the District's Capital Outlay Program, and assumes responsibility for State required recordkeeping and closeout reports for facilities and construction-related projects;
- Coordinates the development of all initial project proposals and/or final project proposals as determined by the site and/or District as required by the Board of Trustees;
- Serves as the responsible party to represent the District with local, State, and Federal agencies and with architects, engineers, technical and financial consultants, legal counsel, inspectors, and contractor representatives related to facilities planning approvals, funding, and construction;
- Provides assistance to principals, administrators, and staff on building and site planning, including the development of educational specifications and equipment needs for facility projects, and will coordinate the planning functions with the assigned project architect;
- Ensures that short and long-range facility and operations planning is performed in conjunction with all affected local, State, and Federal agencies or organizations to ensure the District can accommodate growth in an orderly manner;
- Manages and updates facility projects, including oversight of plans and specifications, schedules and timing, program budget and costs, and provides support to the District's purchasing and contracts staff in relation to the development of bid documents, contract awards, construction, change orders, and contract completion acceptances;
- Provides ongoing support to the District's Capital Purchasing Program to solicit proposals from architects for plans, estimates, and specifications; recommends architects for approval by the Governing Board and provides for oversight of meetings with architects and facilities committees during project definition, programming, and the design phase of capital outlay projects;
- Provides management and oversight of all major capital bond construction projects. Serves as the primary liaison between the architect, construction manager, District management, and District staff to ensure that projects are completed on time and on budget;
- Serves as primary contact for all parties involved in the projects;
- Makes presentations as needed to the school sites to inform them of the purposes, practices, and progress of the BPSD Bond Program and to respond to relevant questions and complaints;
- Simultaneously manages multiple projects;

- Manages General Contractors, multiple Construction Management consultants, architects, and DSA Project Inspector on multiple construction projects;
- Coordinates construction activities by making onsite inspections of work to ensure that projects conform to established schedules and approved policies and procedures;
- Investigate and approve requests for construction modification and time extension;
- Prepares reports and Governing Board Agenda items related to the responsibility and activities of the position;
- Provides information, reports, and updates to the Superintendent and Superintendent's council regarding the organization and development of new or modernization of facilities;
- Administers, Directs, and Manages the budget, allocation, and timeline for all Bond funding
- Participates in all preconstruction activities; coordination of constructability reviews, assists in the development of construction phasing and scheduling, procurement and installation of interim housing units, assists and supports the bidding process, job walks, analysis of bids before final contracts are awarded, and pre-construction conferences;
- Oversees all site moves required to accommodate construction activities;
- Serve as the chief spokesperson for the execution of the Bond Program to the Governing Board, Superintendent, Citizens Bond Oversight Committee, and the Community at large;
- Represents the District's interest in construction-related disputes, calling on legal and other support services when required.
- Ensures that contractors and construction managers are maintaining safe work sites and practices and that the needs of the students, teachers, and administrative staff at the school sites are being protected.
- Manages and administers all other aspects to ensure a successful construction bond program.

Other Duties

- Performs other duties as assigned

QUALIFICATIONS

Knowledge Of

- Managing and implementing a capital bond program including review of construction and design documents; principles, practices, and languages used in construction and design and capital programming; the capabilities, capacities, and limitations of various construction delivery methods; planning, cost control, and budget; principles and practices of project scheduling and construction timing; facilities educational design; change order and constructability review; school district organization, activities, and requirements; principles of administration, departmental budgeting, supervision, and training.
- Technical aspects of architectural, civil, mechanical, electrical, structural, and geotechnical engineering design and specifications; financing, estimating, and budgeting, including planning and estimating, calculating overhead, design, and construction costs; general knowledge of various funding sources and restrictions; legal requirements for District projects; regulations and regulatory agencies and commissions affecting planning, zoning, design, and construction; principles and practices of technical operations of project management principles; budget preparation and administration; public capital project construction.
- Facilities programs and services of a school district or related education organization.
- Administrative analysis and research techniques related to program and educational master planning and subsequent impact upon facilities needs.
- Principles and practices of facilities planning and project execution to include: architectural design, construction materials, methods and techniques, contracting, and project management.

- Laws affecting the construction and modernization of district facilities, applicable state and local building safety and health codes, State of California Title V and East Side Union School District facility guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act, as related to facilities planning, construction, and maintenance.
- Principles and practices of Program Management as relates to a major facilities development program.
- Principles and practices of Construction Management.

Ability To

- Demonstrate written and oral communication, particularly with public and government agencies.
- Use computer software such as the more common facilities planning and construction project management software, word processing, and spreadsheets.
- Work in an educational environment with an understanding of the traditional processes related to shared governance and collegial consultation as relates to program needs and facilities development.
- Supervise, train, and direct personnel and maintain effective working relationships with administrators, employees, and the public.
- Assist in resolving contract disputes; make effective presentations to clients and the community; and communicate effectively with the public, community groups, the media, other District and City departments; agencies, and private contractors; plan organize, and direct the work of professional staff; analyze and solve problems; make a judgment on all decisions and realize the ramifications and possible impact of each decision.

Education

Bachelor's degree from an accredited college or university with major course work in school Business, Business, Engineering, Architecture, or a related field (Master's preferred)

Experience

- Experience in K-12 Education or Higher Education Program Planning
- Experience with California Department of State Architect approval process
- Eight years of increasingly responsible experience in architectural or engineering design and construction/program management, facility planning, and contract management with at least five years' experience in a senior supervisory or managerial position managing a large, multi-project facilities design and development program.

WORKING ENVIRONMENT

Environment

- Office environment with moderate noise levels
- Outdoors with potentially loud noise levels, construction sites, rooftops, and high precarious places, District-wide facilities
- Required to travel by personal and/or District vehicle to and from District sites and to work at remote District sites as needed to perform work activities.
- Constant interruptions
- School Environment

Physical Demands

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
- Ability to conduct verbal conversation in English;
- Hear normal range verbal conversation (approximately 60 decibels); Sit, stand, stoop, kneel, bend and walk;
- Sit for sustained periods of time; Climb stairs, steps, and step ladders; Lift up to 20 pounds; Carry up to 20 pounds;
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion, and extension, shoulder extension and flexion, hip flexion and extension, and knee flexion;
- Operate office machines and equipment in a safe and effective manner;
- Demonstrate manual dexterity necessary to operate calculator, computer keyboard at the required speed and accuracy; and
- Conduct frequent repetitive arm, hand, and body motion.

Reasonable Accommodation

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

LICENSE

Possession of a valid California Motor Vehicle Operator’s license

CONDITION OF EMPLOYMENT

Insurability by the District’s liability insurance carrier.

WORK CALENDAR/SALARY

- 12-month (247 Days) Calendar
- Placement on range CT of the Senior Management Salary Schedule (CEMG).

First Reading: 1/27/2025

Approved: 2/11/2025