

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

DIRECTOR OF CAPITAL PLANNING I

POSITION: Director of Capital Planning I

REPORTS TO: Deputy Superintendent of Fiscal and 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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Manages the activities and services of the Capital Planning Department
- Directs and evaluates employees to include recommending the employment of new personnel, recognizing, and disciplining existing personnel

- Develops, implements, and manages the capital planning annual budget and utility budgets
- Manages multi-year budgets and the disbursement of funds on capital and operating funded projects
- Collects, analyzes, and presents demographic and student enrollment data
- Works with and facilitates committees and work groups that consist of a wide array of participants; i.e., community, business, state and local agencies, and private interest groups;
- Develops, revises/refines, implements, maintains, and ensures compliance with local, state, and federal guidelines, policies, and procedures
- Understands and communicates 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
- Prepares, estimates, presents, and manages 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
- Plans, directs, and manages the research, analysis, and development of a comprehensive long-range capital improvements program
- Develops and maintains a comprehensive student demographic software system for forecasting student enrollment projections, forecasting growth, development of redistricting options, and maintaining school boundary files
- Plans, directs, and manages the utility budget, including the Energy Coordinator Extra Pay for Extra Duty positions
- Administers 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
- Maintains relationships with school administration, county and state officials, and the local and state delegations to satisfy the needs of the capital improvements program
- Provides direct supervision and evaluation of capital planning personnel
- Manages 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
- Conducts 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
- Represents the school system and special education program at local, state, and federal meetings, including Board of Education meetings and community partnerships
- Maintains 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
- Performs other related and non related job duties as assigned by the Assistant Superintendent of Supporting Services

QUALIFICATIONS:

Required:

- Bachelor's degree, with a major in planning, business management, or a related field
- Five (5) years of experience in the field of facilities planning, to include:
 - Three (3) 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

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 G

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025, 05.2025