

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Facilities Planning Manager

Reports to: Department Administrator

Classification: Classified Management

FLSA: Exempt

Range: Classified Management Salary Schedule

EDUCATION AND EXPERIENCE

Education and Experience:

Any combination equivalent to Bachelor's degree in Business Administration, Planning, Public Administration, Architecture, Construction Management or a related field or a minimum of 3 years of progressively responsible experience in facility planning, construction management or a closely related field. Education Facilities Planning Certification or equivalent preferred.

Licenses and other Requirements:

Valid California driver's license. Clear DMV printout.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the direction of the Assistant Superintendent Chief Business Officer, plans, organizes, and coordinates functions relating to facilities master planning, demographics, and construction and movement of facilities. Serves as District liaison to the Office of Public School Construction, Department of Education. Responsible for the District's Developer Fee Program.

SPECIFIC RESPONSIBILITIES

1. Develops and implements long- and short-term District facility master plans, including policy development and adoption.
2. Coordinates State funding for new construction and modernization projects, including eligibility determination, application preparation and processing through the Office of Public School Construction, budget and expenditure monitoring, and close-outs.
3. Coordinates and communicates with City and County Planning agencies regarding general and specific land use planning and proposals affecting the District.
4. Represents the District in the federal, state, and local legislative processes related to school facilities.
5. Coordinates or prepares studies relating to the following: developer fee justification, student yields, enrollment growth, facilities capacity, and attendance area boundaries. Also prepares studies affecting District-wide personnel, programs, and activities.
6. Manages facilities utilization and evaluates interim facilities needs due to changing educational programs and growth; coordinates provision of relocatable classrooms or other facility modifications as necessary to meet changing needs.
7. Administers the District's developer fee program, including collection and reporting.
8. Plans and organizes District construction and related activities, including financial planning, development of plans and specifications, bidding, scheduling, construction contract administration, and expenditures.

9. Coordinates and directs land acquisition activities including the reservation of sites, site acquisition, sale or lease of property, and California Environmental Quality Act compliance.
10. Maintains site plans, electronic databases, and other records related to District properties, facilities, and demographics.
11. Communicates with other District administration, staff, and the public to coordinate activities, resolve issues or concerns, and exchange information.
12. Directs, controls, and monitors appropriate workflow, computer system procedures, priorities and work assignments.
13. Assists in the supervision and evaluation of assigned personnel; trains personnel in assigned areas.
14. Perform other related duties as assigned.

SPECIFIC QUALIFICATIONS

Personal Characteristics--

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others.

Knowledge of--

School district organizational patterns and operating procedures, including long-range planning methods
 Relevant federal, state, and local regulations, procedures; applicable laws, codes, regulations and policies
 Principles and practices of modern facility and construction management
 School construction finance and alternative funding mechanisms and sources
 Public law related to land management, acquisition and sale
 Principles and practices of effective supervision and personnel management
 Budget preparation and control

Ability to--

Perform professional, administrative, advocacy and liaison duties involved in the facility planning process
 Lead and coordinate district efforts toward securing funding for projects
 Establish and maintain effective working relationships with District administrative and site staff, community, and consultants contacted in the course of work
 Work independently with little direction
 Analyze problems and develop effective action plans
 Determine priorities and supervise construction programs
 Communicate with the public through various media, both orally and in writing
 Meet schedules and time lines
 Supervise and evaluate the performance of assigned staff