

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Director - Facilities Planning/
Construction Management

Classification: Classified

Reports to: Assistant Superintendent
Chief Business Officer

FLSA: Exempt
Range: Classified Management Salary
Schedule

EDUCATION AND EXPERIENCE

Experience:

Five years experience in School Facilities planning, construction management or a closely related field

Education:

Graduation from an accredited college or university with a Bachelor's degree in Construction Management, Business Administration, Planning, Public Administration or a 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 management. Serves as District liaison to the Office of Public School Construction, Department of Education. Responsible for the District's Developer Fee Program and Civic Center Act.

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 and Civic Center Act programs, including collection and reporting.
8. Coordinates and directs land acquisition activities including the reservation of sites, site acquisition, sale or lease of property, and California Environmental Quality Act compliance.
9. Aids in the development of educational specifications, policies and procedures, project scopes, and specifications for the purpose of providing data relevant to the approval, acquisition, planning and design of school facilities.
10. Plans and organizes District construction and related activities, including financial planning, development of plans and specifications, bidding, scheduling, construction contract administration, and expenditures.
11. Responsible for constructability review and value engineering. Review of all project designs for new construction and modernizations.
12. Coordinates activities (systemic renovations, inspections, contractor and architect meetings, permitting activities, bidding calendars, mandated reports, etc.) for the purpose of ensuring that all phases of construction project are completed within budget and specifications and with minimal interruption to site personnel.
13. Communicates with other District administration, staff, and the public to coordinate activities, resolve issues or concerns, and exchange information. Facilitates the Bond Oversight Committee.
14. Maintains site plans, as-built drawings, electronic databases, and other records related District properties, facilities, and demographics.
15. Directs, controls, and monitors appropriate workflow, computer system procedures, priorities and work assignments.
16. Assists in the supervision and evaluation of assigned personnel; training personnel in assigned areas.
17. 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

Update 3.10.14 rr