

## EXECUTIVE DIRECTOR OF FACILITIES DEVELOPMENT

### **DEFINITION:**

Under the Direction of the Assistant Superintendent of Administrative Services, the Executive Director of Facilities Development is responsible for providing a high degree of leadership and support service to the District and is responsible for developing and coordinating the development and execution of short and long range master plans for school facilities, including components such as enrollment projections, financing, project planning, design phase management, cost control, schedule control, value engineering, quality control, construction administration and claims prevention, repair, alteration, reconstruction, and relocation of school buildings and district facilities.

### **QUALIFICATIONS:**

#### **Experience:**

- A minimum of seven (7) years of increasingly responsible experience in the field of engineering, construction, facilities management, education or school business in a multi-site environment.

#### **Education:**

- BA or BS in planning, engineering, architecture, construction management; or equivalent work experience in a related field.

#### **Certifications:**

- Possession of a valid California driver's license.

### **DISTINGUISHING CHARACTERISTICS:**

This is an executive management position, with supervision over the Director of Facilities Finance/Planning, District Project Managers, Architects, Engineers, state project inspectors, professional consultants and facilities support staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as the District representative to Office of Public School Construction, Division of State Architect, Department of Toxics Substance Control, State Department of Education, and other state and local agencies as required for construction-related approvals and funding applications.
- Lead the strategic development and continuous refinement of the District's facility master plan, leveraging comprehensive planning databases to inform decision-making. Analyze key data points; such as student enrollment trends, construction rates, student yield factors, address grids, building inventories, district maps, and school boundary information.
- Oversees all aspects of managing facility program funds, including establishing policies for fund collection, disbursement, and reporting. Ensure compliance with district and regulatory standards, review financial reports, guide staff, and maintain transparency. Responsible for the accuracy of financial operations, working with auditors and stakeholders to resolve issues, and ensuring resources are used efficiently to meet district goals.
- Address District related real estate issues and the development and presentation of information for the sale and implementation of local bond measures.
- Provides executive oversight for the coordination, implementation, and supervision of all construction projects for new schools and District facilities, as well as the repair, reconstruction, and relocation of existing schools and District sites, ensuring alignment with organizational goals and standards.
- Provide leadership in coordinating the selection and development of new school sites, and oversees the negotiation of developer agreements, including collaborating with developers, builders, and local city and county agencies to secure approval of school sites, ensuring that all processes align with district goals and regulatory requirements.
- Selects, coordinates and monitors architects, engineers, consultants, contractors, inspectors, and

## EXECUTIVE DIRECTOR OF FACILITIES DEVELOPMENT

other professional service agencies used in support of the facilities program.

- Provides recommendations and implements plans for attendance boundary changes, school closures, class size reduction, and facility needs for educational programs including Career Technical Education Programs, Special Education, Student Care and Preschool.
- Presents periodic or special facility housing and financial reports to the public, funding agencies, Board of Education, Superintendent's cabinet, management team, school sites, and community groups.
- Attends and participates in Board of Education, cabinet, staff, state agency, city, county, and community meetings as required.
- Establish and maintain educational design standards and specifications for school facilities, ensuring alignment with organizational goals and best practices throughout the planning and construction process.
- Directs the coordination and administration of "joint-use" agreements between the District and other public agencies, and all facility use requests for the District.
- Provides general executive oversight of the coordination and administration of special uses of school facilities, establishing procedures for granting access, ensuring compliance with insurance requirements, and supervising the invoicing and accounting processes related to facility usage.
- Causes to be produced tentative budgets from all units under his/her direction; compiles and transmits such budget requests to the appropriate departments; monitors and controls the expenditure of budgeted funds, and causes periodic reports of allocation of funds to be produced.
- Keeps supervisor informed in a timely manner of construction project problems and issues.
- Makes recommendations to ensure project compliance with legal requirement, construction project drawings, and specifications.
- Researches, makes recommendations, and coordinates preparation of bids, contracts, purchase orders, and related documents.
- Develops cost, time and material estimates for selected projects to include fund, location, program, and object coded budgets.
- Monitors and expedites construction timeline information.
- Directs coordination of construction projects with site administrators and personnel.
- Prepares analyses and reports on construction problems.
- Directs coordination of activities on construction projects beginning with the preliminary plans through the conclusion of the warranties.
- Serves as the District's spokesperson, representing its interests and goals. Plays an active or lead role in all district facilities committees.
- Function as a member of the District Leadership Team and Superintendent's Cabinet.
- Responds to emergency calls evenings or weekends.
- Performs generally related duties as assigned.

### KNOWLEDGE:

- Planning, organization, control, direction, and administration of the district's Facilities Master Plan
- State and local agency practices, policies, and procedures affecting school facility operations; safety practices and procedures
- Construction management techniques and project delivery methods
- Accepted energy and environmental principles, established practices, and emerging concepts
- Green technology and building construction, mechanical systems, energy, lighting, and sustainability programs.
- Building and grounds automation systems
- Green schoolhouse project and LEED and/or CHPS.
- Applicable laws, codes, regulations, policies, and procedures, including Public Contract Code

## EXECUTIVE DIRECTOR OF FACILITIES DEVELOPMENT

- District organization, operations, and objectives
- Principles and practices of modern management, supervision, and training

### ABILITIES AND SKILLS:

- Develop and update the master plans for district facilities
- Prepare and submit applications, plans, and maps
- Coordinate the review and approval of all funding applications
- Administer the receipt, collection, disbursement and financial reporting of funds received from bond funding sources
- Coordinate the selection and supervision of services provided by outside agencies
- Transform educational facilities by incorporating healthy, environmentally friendly, and energy efficient components
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Communicate clearly and effectively, both orally and in writing, to a variety of audiences
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Plan and organize work to meet schedules and timelines.
- Supervise and evaluate the performance of assigned staff
- Explain complex concepts in a succinct and comprehensive manner and make effective presentations.
- Read and interpret instruction specifications, architectural drawings, diagrams and schematics.
- Express ideas effectively verbally and in writing.
- Prepare technical reports and specifications.
- Coordinate and inspect construction and maintenance projects.
- Analyze situations and develop appropriate recommendations for actions.
- 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.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.