

DIRECTOR OF FACILITIES FINANCES & PLANNING

DEFINITION:

Under supervision of the Executive Director of Facilities Development, the Director of Facilities Finances & Planning is responsible for providing a high degree of leadership and support service to the District and is responsible for assisting in 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 five (5) years increasingly responsible experience in the field of engineering, construction, facilities management, education, or school business in a multi-site environment.

Knowledge of:

- State and local laws and regulations affecting school planning and construction.
- Building construction and materials, and preparation of cost estimates and specifications.
- Methods, materials, tools and terminology used in the building trades.
- Applicable codes, ordinances and regulations.
- Principles and methods of modern school business facilities administration and management.

Education:

- Bachelor's Degree 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:

The Director of Facilities Finances/Planning is a management-level position responsible for overseeing a team that includes planning and project staff, warehouse personnel, and clerical employees. This role requires the ability to clearly communicate complex concepts, interpret technical documents such as architectural drawings and specifications, and prepare detailed reports. The Director must be capable of coordinating and inspecting construction and maintenance projects, analyzing issues to develop effective solutions, and maintaining strong working relationships across the district. Travel within the district is also a necessary part of the role.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Develops and updates the planning database for schools and District facilities (e.g. student enrollments, construction rates, student yield factors, address grid systems, building data, District maps, school boundaries, etc.)
- Prepares, monitors, and updates bond project cash flows and expenditures for early identification of potential issues.
- Ensure the accuracy of financial reports necessary for the administration of school facility projects as required by the Office of Public School Construction.
- Prepares analyses and reports on construction financial problems/issues.
- Directs and administers the receipt, collection, disbursement, accounting, and financial reporting of all funds received from agencies, fees, sale of bonds, and local funding sources in support of the facility program.

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- Assists in developing cost, time and material estimates for selected projects to include fund, location, program, and object coded budgets.
- Assists with the District related real estate issues and the development and presentation of information for the sale and implementation of local bond measures.
- Serves as the District California Environmental Quality Act (CEQA) officer and is responsible for insuring and maintaining District compliance to CEQA.
- Assists in coordinating, implementing, and supervising the construction of new schools and District facilities and the repair, reconstruction and relocation of existing schools and District facilities.
- Assists in the coordination of activities on construction projects beginning with the preliminary plans through the conclusion of the warranties.
- Monitors and expedites construction timeline information.
- Coordinates the selection and development of new school sites and the negotiation of developer agreements, including working with developers, builders, and local city and county agencies on the approval of school sites.
- Assists in selecting, coordinating and monitoring architects, engineers, consultants, contractors, and other professional service agencies used in support of the facilities program.
- Assists in Directs coordination of construction projects with site administrators and personnel.
- 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.
- Prepares and 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.
- Serves as a District liaison to the Citizens Oversight Committees.
- Attends and participates in Board of Education, cabinet, staff, state agency, city, county, and community meetings as required.
- Assists in coordinating the education design standards and specifications for school facilities.
- Directs the coordination and administration of "joint-use" agreements between the District and other public agencies, and all facility use requests for the District.
- Directs the coordination and administration of any special use of school facilities, the procedure for granting such use, the maintaining of insurance requirements and compliances, and the invoicing and accounting for special uses.
- 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 supervisors informed in a timely manner of construction project problems and issues.
- Makes recommendations to insure project compliance with legal requirements, construction project drawings, and specifications.
- Researches, makes recommendations, and coordinates preparation of bids, contracts, purchase orders, and related documents.
- 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.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the

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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.