LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Assistant Director: Facilities
Job Description

Job Summary:

Under the direction of the Assistant Superintendent of Facilities & Operations, this position provides technical and administrative support services in connection with school site improvements, modification of facilities, and new construction projects; Coordinates and administers facilities planning activities related to new school construction, renovation of existing schools, relocatable classrooms and other support activities; Participates in activities related to the collection, maintenance and analysis of information required for enrollment projections, school site development, and residential development tracking; Compiles, analyzes, and prepares data for school facilities reporting and projects; Conducts statistical research and prepares applications/reports for the State School Facility Program (SFP).

Minimum Required Qualifications:

1. Education/Experience: Bachelor's Degree from an accredited college or university with major coursework in engineering, architecture, public administration, or related field (M.A. degree preferred); Five (5) years of construction management and increasingly responsible facilities planning experience
2. Knowledge of: Fundamental principles, techniques, and procedures of facilities and operations administration; Projection methods for population, growth, housing, and enrollment trends; Principles of community planning and demographic projecting; Applicable laws, codes, rules, and regulations related to assigned activities; Uniform Building Codes, Public Contract Codes, and State design criteria; Construction Management; Network diagramming, construction scheduling, and construction cost estimating; Utilities engineering and energy conservation; Utility regulatory methods, practices, rate structures, incentives, and budgeting procedures; Correct English usage, grammar, spelling, punctuation, and vocabulary; Interpersonal skills using tact, patience, and courtesy
3. Licenses/Testing: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results.

Duties & Responsibilities:

The Facilities Assistant Director provides District-wide leadership and supervision in the following areas:

- Manages the provision of various planning, design, coordination, quality assurance and management services for assigned construction, alteration, improvement and major repair projects; Serves as liaison with contractors, architects, engineers, inspectors, and government agency representatives for managing assigned projects (E);
- Assists with the development, implementation, maintenance and control of the District's facilities and energy conservation plans, specifications, as-built drawings and other facilities and real property records; Monitors the municipal and utility company actions to determine trends affecting District costs; Serves as a liaison and coordinates with utility companies and municipalities; Monitors energy consumption, preparation of utility budgets and preparation of annual energy reports (E);
- Assists with the direction of techniques for constructability and maintainability review/evaluation of plans and specifications for new facility construction, alterations and repair projects; Prepares the plans, specifications, and contract documents for soliciting bids and requesting quotations for expansion, alteration, retrofit, rehabilitation, and repair projects; Assists with the interviewing, selection, development and administration of contracts for professional, technical, engineering, and construction management services (E);
- Recommends systems and approaches in new facility designs which affect operating costs, including mechanic and electrical systems; Plans studies and recommends improvements in telephone, fire alarm, clock, intercom, computer networking, lighting, and other building service systems (E);
- Supervises and evaluates the performance of assigned staff, including administrative, technical, and professional positions; Participates in interviewing, selecting, assigning, and evaluating personnel (E);
- Assists in the preparation of the Department's budget and monitoring of expenditures (E);
- Schedules work, prepares analyses and presents information/proposals effectively orally and in writing; Provides written evaluations of projects and programs; Participates in the development of a facilities master plan (E);
- Participates in activities related to the collection, maintenance, and analysis of information required for enrollment projections and school site development; Prepares reports, projections, and analyses of demographic and building trends to establish eligibility to participate in the State School Facility Program; Prepares analysis and projections of facilities needs including results achieved in relation to annual and long-term facility plans (E);

GOVERNING BOARD: Jeanie Corral ● Kim J. Cousins ● Susan E. Scott ● Tom Thomas

SUPERINTENDENT: Frank W. Passarella, Ed.D.

- Compiles, analyzes, and prepares data required for facilities reporting and projects; Evaluates housing and population trends, pupil yield factors, and financing needs; Maintains boundary information, master street list, and information related to current and future school site developments (E);
- Provides technical assistance and analysis for proposed boundary changes; Operates and maintains GIS database to provide reports and maps for District personnel and the community; Receives and reviews site development plans and a variety of maps; Coordinates planning of modifications/additions to new construction, modernization, relocatable classroom program, and deferred maintenance(E);
- Researches and compiles a variety of information for the Office of Public School Construction (OPSC), California Department of Education (CDE), Division of State Architect (DSA), State Water Resources Control Board (SWRCB), Department of Toxic Substances Control (DTSC), Riverside County Transportation & Land Management Agency (TLMA), Federal Emergency Management Agency (FEMA); Processes and evaluates a variety of forms related to assigned functions; Travels to development sites to exchange information with sales office personnel to monitor development progress; Compiles build-out information to prepare related spreadsheets (E);
- Advises and counsels District administrators on laws relating to planning, construction, and maintenance services; Negotiates, reviews, and analyzes contracts for professional services and real property(E);
- Serves as a liaison between the Department of Education and other entities and integrates services of architects, legal counsel, and technical and financial consultant representatives as they affect facilities planning/construction activities and ensure that services are being adequately provided(E);
- Prepares original and amended applications and documentation for construction and renovation projects; Prepares oral and written materials and reports from researched material, providing information and recommendations relative to the Facilities Planning Department, including reports to the Governing Board, and conducts follow-up activities as necessary for facilities planning/projects(E);
- Researches and applies for federal, state and local policies, materials, opinions, and trends regarding planning matters; Evaluates factual data for long-range facilities planning requirements(E);
- Utilizes a variety of advisory data information including budgets, architectural/construction plans and specifications, State/City general plan and zoning ordinances, federal and state environmental guidelines, and boundary maps(E);
- Analyzes data and information using established criteria, in order to determine consequences and to identify and select alternatives; Performs and interprets statistical calculations; Assists in managing construction projects; oversee appropriate documentation and materials from implementations to completion(E);
- Participates in numerous Ad Hoc Advisory Committees such as the Design Advisory Committee, Site Selection Committee, Security Advisory Committee, Traffic Study Committee; Prepares and sends out notices of meetings, collects and compiles information for meetings such as agendas, prepares and distributes minutes (E);
- Responsible for the planning and coordination of groundbreaking ceremonies and dedications; Works closely with contractor, architect, and public agencies in the planning process (E);
- Assists in the preparation of the School Facilities Needs Analysis, Residential Development School Fee Justification Study, Commercial/Industrial Development School Fee Justification Study; Works with public agencies and advertises public notices (E);
- Maintains close liaison with State and local agencies regarding most current policy and procedural changes and their impact on District projects; Represents the Division at various organizations and committee meetings(E);
- Researches and responds to inquiries regarding aspects of the District's participation in the State School Facility Program; Maintains Lease Agreements and Contracts with District Office tenants, County of Riverside, and other organizations; Coordinates responses to Public Records Requests from the Southern California Labor/Management Operating Engineers Contract Compliance in a timely manner (E);
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations and then refers to the appropriate administrator (E);
- Coordinates the receipt of Certificate of Compliance and collection/processing of developer fees and special taxes from developers, property owners, and residential/commercial entities; Coordinates refunds as appropriate, as well as the tracking of development for eligibility; Coordinates the annual reports of all developer fees collected within a Community Facilities District; Coordinates Use of Facilities applications, costs, and procedures; and collects Use of Facilities payments (E);
- Assists the Assistant Superintendent of Facilities & Operations in various tasks relevant to the District's facilities, functions

and services including visiting sites; Prepares agenda items and back-up materials for a variety of meetings; Prepares charts and statistical information as needed; Trains and provides work direction/guidance to staff as assigned by the position; Selects, supervises, assigns, evaluates, and reviews the work of staff (E);

- Establishes and maintains cooperative working relationships with others; Works collaboratively with the District Superintendent, Governing Board, Cabinet, District Office staff members, principals, faculty, staff, parents, and community utilizing courtesy, tact, and diplomacy (E);
- Communicates with parents, community members, buyers/sellers, realtors, District personnel/various outside agencies to exchange information to resolve issues/concerns related to student attendance and enrollment, fee collection, map/development information, school site plans, boundaries, technical matters, and assigned activities (E);
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action; Exercises independent judgment in the use and interpretation of District policies and procedures; Works independently with minimal direction (E);
- Assists with the on-going Governing Board Policies/Administrative Regulations and/or Exhibits updates (E);
- Operates a variety of office equipment including a telephone, fax machine, laminator, copier, computer, and assigned software, as well as a vehicle to travel to school sites while conducting daily duties (E);
- Attends Governing Board meetings upon request; Establishes a communication network with other District/County-wide Facilities Assistant Directors/Coordinators/Facilities Planners; Attends and participates in a variety of staff development and meetings;
- Performs other related duties as assigned

Working Conditions:

1. Environment:
    a. Office environment at the District Office; Outdoor environment at school/construction sites
    b. Demanding timelines/subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
    a. Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
    b. Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
    c. Walking, sitting and/or standing for long periods
    d. Occasional bending at the waist, kneeling, or crouching to file materials
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Occasionally carries materials on stairs, reaches overhead, above shoulders, and horizontally
    g. Climbing on and maneuvering around ladders/equipment/scaffolding to inspect work
    h. Visual ability to read, prepare/process documents and small figures
    i. Mobility to travel to various school sites, conference and workshops required
3. Hazards
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts
    c. Occasional walking on or over uneven surfaces at construction/school sites
    d. Exposure to working at heights during inspections

Salary/Work Year:

Commensurate to the LEUSD Classified Management Salary Schedule/245 days: FLSA Exempt

Supervision:

Assistant Superintendent of Facilities & Operations