

SENIOR PROGRAM MANAGER, BUILDING LIAISON

JOB SUMMARY

Under administrative direction, serve as a liaison and primary point of contact and communication between the Facilities Development and Planning department and site administrators regarding the building program; assure projects and initiatives are aligned with the needs of individual sites and administrators are informed and engaged throughout the process; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as a liaison and primary point of contact and communication between the Facilities Development and Planning department and site administrators regarding the building program. **E**
- Organize and facilitate regular meetings with site administrators to share project updates, gather feedback and address concerns; serve as a neutral and trusted party to mediate discussions and resolve potential issues between project teams and site leadership. **E**
- Oversee and represent the interests of site administrators and surrounding communities in building program planning meetings including design charrettes, project scope development and construction phasing; evaluate equipment, materials, and facilities from an educational perspective. **E**
- Collaborate with the building program team to forecast operational risks and issues and implement preventative solutions; advocate for project solutions that minimize disruption to business operations, instructional time, school events, and student safety. **E**
- Collaborate with project managers to develop detailed site-specific communication and logistics plans for each project phase from design to closeout; assure project plans reflect the unique needs and priorities of each site, recognizing that a "one-size-fits-all" approach is not effective. **E**
- Assist site administrators to navigate the building program process, provide guidance on topics such as site-level design input, furniture and equipment procurement, and moving procedures. **E**
- Contribute to the development of building program policies and procedures from a school site or business office perspective; identify opportunities to align future building program goal and activities with existing and emerging educational programs. **E**
- Plan for and assist in coordinating site-level logistics such as temporary classroom placement, access for construction crews and utility shutdowns; conduct regular site

visits to stay informed of project progress, observe potential issues firsthand and maintain a visible presence for site administrators. ***E***

- Develop and distribute user-friendly communication materials, including project summaries, Frequently Asked Questions (FAQ's), and progress reports tailored to the needs of site leaders and staff. ***E***
- Assist in developing, preparing and monitoring the annual preliminary budgets for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. ***E***
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities and programs, resolve issues and exchange information. ***E***
- Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; advise the Executive Director of unusual trends and recommend appropriate corrective action ***E***
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. ***E***
- Supervise the performance of assigned personnel; coordinate and assign work; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Operate a computer and assigned software including project management software; drive a vehicle to conduct work and regularly visit sites. ***E***
- Attend and represent the District in a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities; prepare and deliver oral presentations as requested. ***E***
- Perform related duties as assigned

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Senior Program Manager, Building Liaison will serve as a liaison and primary point of contact and communication between the Facilities Development and Planning department and school principals and site administrators regarding the building program. Incumbents will collaborate with project managers to develop detailed site-specific communications and logistics plans for each project phase, from design to closeout to assure project plans reflect the unique needs and priorities of each site. Incumbents apply a thorough knowledge of school sites as well as school business administration principles.

EMPLOYMENT STANDARDS

Knowledge of:

School district organization and organizational relationships.
Principles of administration, supervision and training.
Project management theory and techniques.

Terms, procedures and equipment used in the design, construction, maintenance, and operation of school buildings and facilities.

Applicable laws, codes, rules and regulations related to assigned activities.

Fiscal accountability and budget preparation and control.

Record-keeping and report preparation techniques.

Public speaking techniques.

Operation of a computer and assigned software including project management software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Serve as a liaison and primary point of contact and communication between the Facilities Development and Planning department and site administrators regarding the building program.

Collaborate with project managers to develop detailed site-specific communications and logistics plans for each project phase.

Assure project plans reflect the unique needs and priorities of each site.

Assist in coordinating site-level logistics such as temporary classroom placement, access for construction crews and utility shutdowns.

Develop and distribute user-friendly communication materials related to the building program.

Convey complex information clearly to varied audiences.

Interpret, explain and apply applicable laws, codes, rules and regulations related to assigned activities.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

Blend analysis, knowledge, and insight to assess and enhance the building program experience for sites.

Analyze situations accurately and recommend an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Supervise and evaluate the performance of assigned personnel.

Monitor and control budgets.

Prepare a variety of comprehensive narrative and statistical reports.

Plan and organize work.

Operate a variety of office equipment including a computer and assigned software including project management software.

Education and Training:

Bachelor's degree in education, planning, construction management or a related field. A master's degree in one of these fields is desirable.

Experience:

Four years of management-level experience in educational facilities planning or school site administration. Experience working with school district building programs is preferred.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class may be required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Office and construction site environment.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials and inspect District facilities and construction sites.
Sitting for extended periods of time.
Walking over rough and uneven surfaces.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.