



PERSONNEL COMMISSION

Class Code: 5084
Salary Range: 60 (M2)

EXECUTIVE DIRECTOR, FACILITIES DEVELOPMENT AND PLANNING

JOB SUMMARY

Under the direction of the Chief Business and Financial Officer, plan, implement and administer a comprehensive program in the areas of facility planning and development and real estate acquisition; develop, administer and monitor the District's long-range capital improvement strategic master plans; 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.

- Plan, implement and administer a comprehensive program in the areas of facility planning and development and real estate acquisition including new site selection and existing site utilization; assure compliance with applicable laws, codes, rules and regulations. **E**
- Develop, direct and monitor the District's long-range growth and capital improvement strategic master plans and major repair, modernization and renovation plans; research, evaluate and recommend the acquisition of school and office sites. **E**
- Research alternate funding sources and direct the development of applications to the State and other agencies to obtain funding including State bonds, energy incentives and joint use funds. **E**
- Communicate with District administrators, Board of Education members, community representatives and others regarding District facilities planning, construction, legislative, environmental and real estate issues; prepare and present oral and written reports regarding assigned activities as requested. **E**
- Liaison with State representatives regarding the development of legislation impacting District facilities planning; research, assess and inform District administrators of the impact of legislative and regulatory initiatives affecting school facilities construction, renovation processes and funding. **E**
- Direct the preparation and maintenance of a variety of narrative and statistical reports and records related to assigned functions including property contracts, legislative updates, cost estimates and bids. **E**
- Serve as one of the District's California Environmental Quality Act signatories; respond to environmental impact assessments and reports prepared by developers, builders and governmental agencies. **E**

- Compile data and perform studies concerning school boundaries, student demographics and growth projections related to the planning of facilities; administer the District's portable facilities plan. ***E***
- Coordinate and comply with State agency requirements during the planning and execution of site selection, design and construction phases including the California Department of Education, Division of the State Architect, Office of Public School Construction, State Fire Marshall, Department of Toxic Substances Control, State Allocation Board and Director of Industrial Relations. ***E***
- Oversee the selection process of architects, engineering firms, contractors, vendors and suppliers of related materials or services for District work; monitor the progress of facilities projects; manage architects and construction contracts. ***E***
- Represent the District with local and State agencies and businesses in the process of developing and implementing District facilities projects; coordinate and integrate multiple stages of ongoing projects to assure seamless, timely and cost effective completion. ***E***
- Plan and direct the District's use of public facilities including lease development, contract execution and monitoring; approve specifications for building needs when leasing from outside vendors and assure timely set up and delivery. ***E***
- Communicate with planning agencies and private land developers regarding site and facility planning, developer fee justifications and redevelopment area agreements. ***E***
- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. ***E***
- Supervise and evaluate the performance of personnel engaged in facilities planning, engineering and construction activities; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Provide technical expertise and information to the Chief Business and Financial Officer regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Chief Business and Financial Officer of unusual trends or problems and recommend appropriate corrective action. ***E***
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work; conduct site inspections as necessary. ***E***
- Attend and participate in a variety of meetings and governmental hearings related to assigned activities. ***E***

*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

The Executive Director, Facilities Development and Planning plans, implements and administers a comprehensive program in the areas of facility planning and development and real estate acquisition including design and construction of new facilities, and design, modernization, and/or alteration of existing facilities. The Executive Director, Facilities Development and Planning develops, administers and monitors the District's long-range facilities growth and capital improvement strategic master plans.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, implementation and direction of a comprehensive program in the areas of facility planning and development and real estate acquisition.

Principles of administration, supervision and training.

Applicable federal, State and local laws, codes and regulations including the LeRoy F. Green School Facilities Act and the Emergency Portables Classroom Act.

California Environmental Quality Act (CEQA) laws related to school facilities programs.

Developer fee statutes, and redevelopment revenue programs.

Legislative processes and the structure of local and State government.

Public agencies responsible for planning and development of the local geographic area.

Budget preparation and control.

Project management theory and techniques.

Appropriate safety procedures and hazardous material compliance.

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

Public speaking techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, implement and administer a comprehensive program in the areas of facility planning and development and real estate acquisition.

Develop and direct long-range capital improvement strategic master plans including new construction, modernization and renovation plans.

Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.

Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.

Analyze situations accurately and adopt an effective course of action.

Accept and carry out responsibility for direction, control and planning.

Assure compliance with applicable laws, codes, rules and regulations.

Plan, direct and evaluate the work of others.

Prepare and deliver oral presentations.

Develop and prepare departmental budgets.

Research alternate funding sources and direct the development of funding applications.

Analyze and develop work methods, procedures and schedules.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Read and interpret plans and specifications.

Plan and organize work.

Operate a computer and assigned software.

Education and Training:

Bachelor's degree in business administration, public administration, education (specializing in school business), planning, environmental design, architecture, engineering, construction management or a related field. A Master's degree in urban planning or above-mentioned fields is highly desirable.

Experience:

Five years of large-scale facilities planning and construction management experience. Experience in educational facilities planning, funding and construction management is highly preferred.

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

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

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 construction sites.
Sitting for extended periods of time.
Walking over rough and uneven surfaces.
Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

AMERICAN 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.

PCA: 4/21/2005