

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Director, Project Management Department	<b>REPORTS TO:</b>	Chief, Facilities Planning and Construction
<b>DEPARTMENT:</b>	Project Management	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	034
<b>REVISED:</b>	October 28, 2014		

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**BASIC FUNCTION:**

Provide management planning, organization, controlling, reporting and leading of Project Management organization to assure time, cost and quality control of projects for Facilities Planning and Construction Department; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

***E* = Essential Functions:**

Plan, organize, control and direct project management for the District's Facilities Planning and Construction Department. *E*

Provide general direction for project management and engineering staff in the Facilities Planning and Construction Department. *E*

Advise and make recommendations to the Chief, Facilities Planning and Construction on difficult technical and administrative problems associated with design contracts and post award administration of construction contracts. *E*

Develop overall procedures to deliver facilities modernization and new school projects on schedule and within budget. *E*

Participate in the development of meaningful management reports for District managers, Board of Education, Independent Citizens' Oversight Committee (ICOC) and government agencies. *E*

Plan and direct the training of project management and engineering staff. *E*

Coordinate the work of the department with that of other departments in Facilities Planning and Construction. *E*

Act as the District's representative in meetings and negotiations with design professionals. *E*

Implement appropriate personnel procedures for both consultant and District project management staff that includes assigning staff, supervising staff activities, and evaluating staff performance. *E*

Make presentations to governmental agencies to clarify and justify methods relating to modernization and new construction projects. *E*

Provide technical expertise, information and assistance to the Chief, Facilities Planning and Construction, regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Chief, Facilities Planning and Construction, of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Perform feasibility studies to determine facility options cost and timelines to support District educational programs. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Supervise and evaluate the performance of assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a degree in architecture, engineering, or construction management and six years of progressively responsible construction project management experience in a large public agency environment or related field. K-12 facility planning, design and construction experience is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

Registration as a professional engineer or architect is desirable.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and direction of project management functions.

Principles and practices of organization, management, supervision, and training.

Principles of budget planning, preparation, and control.

Principles of project costs controls and related software.

Principles of project scheduling.

Record keeping techniques.

District personnel rules, regulations, practices, and policies.

Methods practices and procedures of facilities contracts.

Architectural and Engineering theory and practices as related to the design and construction of major building structures.

General characteristics and relative costs of methods of construction, architectural features, and building and room design suitable for school uses.

Applicable federal, state, and local codes for public building programs including the Field Act and related regulations, laws, and policies as well as safety regulations.

District standards and educational specifications.

Design plans, drawings, and specifications related to public building programs and projects.

Interpersonal skill using tact, patience, and courtesy.  
Oral and written communication skills.

**ABILITY TO:**

- Plan, organize, control, and direct complex activities related to the management of design and construction contracts for repairs and new facilities.
- Develop and implement major architectural projects and building programs.
- Allocate staff appropriately.
- Work effectively and with flexibility to accommodate shifting priorities.
- Manage multiple priorities simultaneously.
- Supervise and train staff in uniform policies and procedures.
- Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules, and regulations.
- Manage budgets within parameters established.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Analyze and interpret technical materials accurately and effectively in written and oral communication.
- Use appropriate judgment in diverse and emergency situations.
- Understand and communicate district objectives related to Proposition MM or and other capital programs.
- Conduct meetings and prepare and present complete and accurate written and oral reports, to interested parties including Board of Education.
- Review proposals and cause issuances of Notice to Proceed on Professional Service Contracts.
- Establish and maintain effective working relationships with others.
- Understand school site and community dynamics related to school construction.
- Prioritize and schedule work.
- Use office computers and computer aided drafting design, project management, and archival software.
- Read architecture plans and specifications.
- Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, school sites, and other district locations; driving a vehicle to conduct work.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.