

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Executive Director, 2008 Capital Improvement Bond Program	REPORTS TO:	Superintendent
DEPARTMENT:	Facilities Planning and Construction	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	044
ISSUED:	August 19, 2008		

BASIC FUNCTION:

Plan, develop, and implement design and construction efforts for 2008 capital improvement bond program for school construction and major additions, modernization and reconstruction projects.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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**

Serve as the administrator of the 2008 capital improvement bond program; coordinate all work efforts on major capital improvement programs funded by the 2008 capital improvement bond program. ***E***

Work with advisory committees and other community groups involved with the school district. ***E***

Investigate and evaluate all capital project procurement delivery systems and advise the superintendent and Board of Education of the most appropriate system for each major program. ***E***

Provide information reports on major capital program performance to the superintendent and Board of Education. ***E***

Lead community information efforts for capital programs, and consult with other departments and schools on their major capital programs and facilities needs. ***E***

Direct the planning, development, design, contracting, and construction of school facilities, and establish budgets and schedules for 2008 capital improvement bond program work. ***E***

Develop and maintain professional relationships with representatives of major stakeholder groups, including parent groups, employee organizations, business and labor organizations, local elected and appointed government officials, and the media. ***E***

Assume responsibility for special assignments including bond campaigns. ***E***

Recommend to the superintendent and Board of Education architectural appointments for the design of new construction and major additions/alterations and supervise the project management functions of district personnel and consultants. ***E***

Direct the preparation and submission of applications for the State Facility Program and other applications for grant funding under applicable federal or state programs. ***E***

Select, train, and evaluate performance of assigned personnel. ***E***

Perform other duties as assigned. ***E***

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a masters degree in business administration, public administration, or related field and 8 years of progressively responsible administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- Modern design, project and construction management methods and techniques, and construction practices in school districts and other public agencies.
- School-community relations.
- California Building Codes and the Field Act, and relevant federal and state regulations and procedures; applicable laws, codes, regulations, and policies.
- School construction finance and alternative funding mechanisms.
- Public law related to land management acquisition, and sale.
- Principles and practices of effective supervision and personnel management.
- School district organizational patterns and operating procedures.
- Long-range planning methods.
- Organization and direction of facilities management and planning activities.
- School facility funding sources and application submission procedures and requirements.
- City redevelopment and zoning policies, procedures, and regulations.
- Budget preparation and control.
- Oral and written communication skills.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Accomplish complex capital projects effectively within specified budgets and time lines.
- Deal creatively with ideas.
- Make difficult recommendations and decisions and to be responsible for those decisions.
- Perceive organizational implications of recommendations and decisions made by senior management staff.
- Communicate effectively, orally and in writing with staff and community in a multiethnic educational environment.
- Analyze problems and develop effective action plans.
- Determine priorities and supervision of construction programs.
- Establish and maintain effective working relationships with district staff and others contacted in the course of work.
- Prepare and present clear and concise comprehensive narrative and statistical reports.
- Perform professional, administrative, advocacy, and liaison duties involved in the facility development process.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; driving a vehicle to conduct work; constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, 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 equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting light objects; climbing during inspections; walking over rough or uneven surfaces at construction sites and during inspections.

Job Code 1277