

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Manager, Facilities Planning	<b>REPORTS TO:</b>	Executive Director, Auxiliary Services
<b>DEPARTMENT:</b>	Auxiliary Services/Facilities Planning and Construction	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028 AASD
<b>ISSUED:</b>	June 28, 2011		

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**BASIC FUNCTION:**

Manage the planning of projects for Auxiliary Services, and Facilities Planning and Construction. This position reports directly to the Executive Director of Auxiliary Services and functionally to the Executive Director of Facilities Planning and Construction.

**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***

Manage project planning staff and oversee planning activities to ensure proper identification, prioritization, planning, scheduling, and coordination of facilities and maintenance projects. ***E***

Support the Executive Director of Auxiliary Services and the Executive Director of Facilities Planning and Construction in planning of construction, modernization, provisioning, maintenance, and operation of the district's capital assets. ***E***

Maintain the Computer Aided Facilities Management (CAFM) database for administrative sites and for schools including elementary, middle, high, atypical, alternative, and charters. ***E***

Develop strategies to expand the capabilities of the CAFM database to incorporate new areas of facility information. ***E***

Coordinate physical plant operation maintenance projects for implementation with the Proposition S Capital Facilities Program. ***E***

Develop the annual major repair and replacement plan for submission to the Board of Education and Independent Citizens' Oversight Committee. ***E***

Develop and maintain the district Facility Condition Index (FCI) for all district facilities. ***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***

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. *E*

Review appropriate legislation to assure district compliance with laws and procedures concerning the Auxiliary Services Division. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, State, and Federal agencies and associations to remain current on programs and issues that affect the Auxiliary Services Division and related activities; present reports and initial findings. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to a bachelor's degree in business management, public administration, engineering, or related field and seven years of progressively responsible construction and maintenance project planning experience, preferably including experience in a large public agency environment. Registered professional engineer, certified facilities manager, or certified energy manager is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organizational development principles and practices.
- Computer Aided Facilities Management (CAFM) Database System.
- Materials logistics, purchasing, and stockroom/warehouse practices. Business principles and school administration.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures related to assigned areas of responsibility.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.

**ABILITY TO:**

- Provide leadership and direction in assigned functions.
- Initiate concepts for action, analyze problems, and make decisions.
- Develop and monitor complex budgets.
- Develop strategies to expand the capabilities of the CAFM Database.
- Review existing and pending legislation related to procedural guidelines and recommend origination, modification, or support of legislative measures.
- Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.
- Manage and effectively utilize systems applications.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Train and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL ABILITIES:**  
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.

Job Code 1687  
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