

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Chief, Facilities Planning and Construction	<b>REPORTS TO:</b>	Superintendent of Public Education
<b>DEPARTMENT:</b>	Facilities Planning and Construction	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	050
<b>REVISED:</b>	July 29, 2014		

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**BASIC FUNCTION:**

Oversee the planning, development, implementation, design and construction efforts for the capital improvement bond program and all other school construction, major additions, modernization and reconstruction, and capital improvement projects; oversee the Neighborhood Schools and Enrollment Options programs; and manage special project assignments including bond campaigns and real estate sales and transactions.

**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 Proposition S and Proposition Z capital improvement bond program and any subsequent capital bond programs; oversee and coordinate all work efforts on capital improvement projects. ***E***

Oversee the Neighborhood Schools and Enrollment Options programs; assume responsibility for managing special projects assignments including bond campaigns and real estate sales and transactions. ***E***

Work with the Proposition S and Proposition Z Independent Citizens' Oversight Committee, the Proposition Z Charter School Facilities Committee, 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 capital improvement bond program work and capital improvement projects. *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*

Recommend to the Superintendent and Board of Education architectural appointments for the design of new construction and major additions/alterations and oversee the project and construction 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*

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. *E*

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent 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*

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

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a master's degree in business administration, public administration, engineering, or related field and eight years of progressively responsible administrative experience developing facilities including four years experience in a K-12 school district overseeing capital facilities project budget preparation, design, contract administration and construction, and personnel supervision.

**LICENSES AND OTHER REQUIREMENTS:**

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 multi-ethnic 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 REQUIREMENTS:**

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, lifting light objects.