

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Executive Director, Facilities, Planning and Design	<b>REPORTS TO:</b>	Chief Facilities, Planning & Construction
<b>DEPARTMENT:</b>	Facilities, Planning & Construction	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	042
<b>ISSUED:</b>	October 28, 2014		

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### **BASIC FUNCTION:**

Plan, organize and manage planning projects as assigned; update the district's educational specifications and design standards; update the long-range facilities plan in preparation in alignment with Vision 2020 for future capital facilities bonds; obtain applicable facilities grant funding from state and federal funding resources.

**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.)

Plan, organize, control and direct facilities planning projects. *E*

Interface with education leaders, principals and teachers to develop and update education facilities design standards, participate in instruction leadership meetings including instructional cabinet. *E*

Coordinate facilities planning with district operations leadership and staff. *E*

Coordinate long and short-term facilities project planning activities. *E*

Identify district-wide cost and timelines to support district educational programs; correct facility deficiencies and code requirements. *E*

Coordinate staff planning and development of major capital bond initiatives to support district efforts to pass new capital bonds. *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*

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

Oversee daily departmental administrative activities to include answering official queries and public information act requests, development of external written communications, administrative work assignments, preparation and maintenance of narrative and statistical reports, and maintenance of electronic and hard copy files. *E*

Develop strategies and projects to maximize state facilities funding opportunities for the district. Review and approve funding applications, fund releases and progress statements. *E*

Integrate the Collaborative for High Performance Schools (CHPS) guidelines and other green building criteria into district facility projects and design criteria, and monitor CHPS compliance. *E*

Manage and coordinate environmental and sustainability programs as assigned. Coordinate appropriate level of environmental review required for district projects. *E*

Define the facility requirements to develop durable and enduring school facilities. *E*

Attend monthly joint meetings with city senior management to discuss ongoing projects and issues. *E*

Work with the California Division of the State Architect staff to obtain approval of new district school sites and projects. *E*

Attend and participate in the State Allocation Board (SAB) and Implementation sub-committee meetings in Sacramento. Interface with Office of Public School Construction (OPSC) to get approval of state facilities funding for district projects. *E*

Work with California Department of Education (CDE) staff to obtain approval of new district school sites and projects. *E*

Negotiate with California Department of Finance (CDF) staff on alternative enrollment projects to get approval of state facilities funding for district projects. *E*

Direct the activities of staff members who provide administrative support to Independent Citizens Oversight Committee (ICOC) and other statutory bodies as assigned. *E*

Coordinate California Environmental Quality Act (CEQA), and environmental compliance for Facilities Planning and Construction (FPC) projects as assigned. *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*

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, public administration, education, architecture, engineering or related field, and five years of progressively responsible public school district leadership, capital facilities planning or project management experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.  
Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and direction of contract management functions.  
Methods, practices, and procedures of facilities contracts.  
Budget preparation and control.  
Principles and practices of administration, supervision, and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Organizational change.  
Leadership and team management.

Modern theories, techniques and methodologies of instruction, school operation and industry standards.  
Educational technology facilities and equipment.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize, control and direct contract management functions.  
Direct the maintenance of a variety of reports and files related to assigned activities. Develop and monitor complex budgets.  
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.  
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. Analyze situations accurately and adopt an effective course of action.  
Operate a computer and assigned office equipment. Meet schedules and time lines.  
Plan and organize work.  
Supervise 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.

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