



RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR-FACILITIES PLANNING

WORK YEAR: 221 workdays

VACATION: 27 Days

REPORTS TO: Director, Facilities Planning and Development

BASIC FUNCTION:

Under the direction of the Director of Facilities Planning and Development, provide specialized support in the District's Capital Facilities Program which includes: land acquisition, new construction, modernization, and reconstruction; perform specialized tasks conducting a variety of studies and preparing related reports; provide support according to projects assigned; prepare project budgets; update the facilities master plan, and oversee the preparation of project planning, design development, and construction documents.

REPRESENTATIVE DUTIES:

- Prepare original and amended applications for construction and modernization projects in the State School Facilities Program.
- Assist the Director in identifying new school sites and obtaining approvals from state and local agencies.
- Assist the Director in managing site acquisitions in coordination with acquisition consultants, relocation consultants, appraisers, legal counsel, title companies and property owners or occupants.
- Develop and maintain locally-formatted reports which portray status, budgets, cash flow, apportionments and obligations for various aspects of District projects.
- Research and document information for student generation and enrollment projections.
- Communicate with county and city planning departments, County Assessor's Office and other state and local agencies to gather information.
- Prepare periodic special reports for District personnel and board presentations on school planning and development.
- Maintain inventory of "IA" diagrams of district facilities using CAD system.

- Prepare and maintain project budgets and expenditure reports consistent with the Office of Public School Construction and California Department of Education State building program reporting requirements.
- Attend project planning and construction meetings.
- Respond to and prepare notices of exemption, negative declarations and other environmental CEQA documents.
- Assist with preparation of the district Facilities Master Plan.
- Attend, participate in, and make presentations at Board and community meetings.
- Prepare maps, notices, public information documents, information pieces and other correspondence.
- Utilize a geographic information system (GIS) and CAD Programs.
- Conduct project construction meetings, site visits, and reviews.
- Assist in the preparation of the Facilities Needs Assessment and Fees Justification Reports.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Applicable federal, state, county, local planning & development laws
- Interpret Title 5 and Education Code related to school facilities
- Current changes in legislation, SFP Regulation, court cases or related action.
- Applicable NEPA and CEQA statutes, laws, rules and procedures.
- State Allocation Board programs and forms.
- Escrow procedures and authorizations; appraisal information and procedures.
- Interpretation of maps, enrollment projections and other environmental reports.
- Statistical and research methods as to the collection, analysis and presentation of data on school student generation and enrollments.
- Correct English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- Social, cultural and linguistic diversity of District, city and community.
- School Planning theory & methods
- School facilities construction and bidding process.

ABILITY TO:

- Make independent decisions regarding planning issues; make judgments regarding projects, yield factors and other data.
- Interpret city and county planning and zoning information and its impact on the District.

- Prepare accurate maps, plans, charts, graphs and tables.
- Understand and interpret legal property descriptions, topographic drawings, maps, and field notes.
- Read and interpret CEQA documents and other environmental reports.
- Perform complex professional planning work with a minimum of supervision; meet urgent schedules and time lines.
- Utilize geographic information system.
- Operate a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Make simple arithmetic calculations; compute square footage and acreage.
- Work confidentially and with discretion; function within appropriate line-staff relationships.
- Maintain consistent, punctual and regular attendance.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Candidate must have a Bachelor's degree from an accredited four-year college or university with a major in educational facilities planning, city planning, architecture, or a related field, including at least two years of supervisory experience. Or four years' experience in facilities planning, architecture, city planning, or a related field, and engaged in an educational facilities planning certificate program.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Personal transportation for job-related travel.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Indoor and outdoor environment.

May be required to drive a vehicle to conduct work.

PHYSICAL ABILITIES:

- Hearing and speaking accurately to exchange information and make presentations.
- Seeing to read a variety of materials and drive a vehicle.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate office machines.
- Bending at the waist, kneeling or crouching.
- Lifting or moving objects, normally not exceeding twenty (20) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.