

CLASS TITLE: DIRECTOR IV, PLANNING & DEVELOPMENT
WORK YEAR: 12 Months
VACATION: 27 Days
REPORTS TO: Assistant Superintendent of Operations

BASIC FUNCTIONS

Under the direction of the Assistant Superintendent of Operations, the Director of Planning and Development plans, directs, coordinates, and supervises various activities relating to planning, construction, modernization, remodeling, and reconstruction of facilities. Including, organize and direct all aspects of facilities planning including research, analysis and design; plan, organize and direct all aspects of the Long Range Facilities Master Plan; plan, direct and coordinate the district's Educational Specifications process; plan, direct and coordinate the district's Capital Facilities Bond and State funded projects.

RESPONSIBILITIES

- Preparation of capital facilities plans and budgets.
- Preparation of a District Long Range Facilities Master Plan.
- Serve as liaison with public agencies, technical consultants, and specialists regarding issues related to design and construction.
- Conduct complex studies relating to demographics, building trends, economics, and land values.
- Serves as District CEQA Officer.
- Development of recommendations for selection and purchase of new school sites and modifications to existing campus areas.
- Utilize project management systems, practices, methods, and techniques to evaluate progress relative to plans.
- Represents District, assists, and supports the Citizens Bond Oversight Committees.
- Preparation of accurate and timely reports on the status of all capital facilities accounts including cash flow analysis state accounting reports, expense reports, and audits.
- Assure compliance with the Division of the State Architect specifications and requirements.
- Provide annual and long-range growth projections recommending boundary adjustments, student housing facilities and staffing.
- Serve as District representative to communicate construction plans to the public.

- Develop and maintain inventory of all square footage of permanent and portable buildings including their ownership status for District and state reports.
- Calculate and prepare forms for District eligibility for facilities funding programs.
- Maintain accurate knowledge of legislation related to school facilities and growth accommodation.
- Oversee and manage the District's Capital Facilities Districts & Developer Fees program.
- Interpret Title 5 and Education Code related to school facilities
- Knowledge in CDE, OPSC, DTSC, and DSA School facilities programs.
- Oversee district's school facilities construction and bidding process.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of: Terminology, methods, and practices used in architectural design; California building codes; Division of the State Architect (DSA) requirements and specifications; theories of energy efficient and architectural design and effective educational program utilization; state and local zoning regulations; project management and reporting systems and methods; current methods of funding school facilities; applicable federal, state, county, local planning & development laws; current changes in legislation, SFP Regulation, court cases or related action; applicable NEPA and CEQA statutes, laws, rules and procedures; and CDE, OPSC, and DTSC School facilities programs.

ABILITY TO:

Interpret state, local, and architectural laws, regulations, and requirements; interpret data from a variety of sources to extract necessary data in development of reports; prepare reports to determine District eligibility for funding of facility projects; manage District's AutoCad (CAD) programs; manage District's Geographical Information Systems (GIS); establish and maintain effective working relations with co-workers, agency representatives, and the general public.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in architecture, engineering, business administration, public administration, city planning, or a related field and five years of experience in facilities planning & development which included three years of a management level supervisory experience.

Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment.

WORKING CONDITIONS:

- Office environment
- Field work – construction sites
- Demanding timelines
- Subject to frequent interruptions and daily contact with staff and public

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate standard office equipment
- Hearing and speaking to exchange information in person, on the telephone, or making a presentation
- Visual ability to read, prepare/process documents and small figures

HAZARDS:

- Extended viewing of computer monitor
- Working with and around office equipment having moving parts
- Construction zones and environments