

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Facilities Management and Operations	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	1991	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Support Services	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Facilities Support Services	CABINET REVISION:	02-27-14
		BOARD APPROVAL:	08-21-00
		BOARD REVISION:	06-21-10
		HR REVISIONS:	06-22-12

BASIC FUNCTION:

Plan, develop, organize, control, maintain, and direct functions related to planning of District facilities and school sites; plan and oversee the selection, purchase and development of District properties; coordinate and monitor architectural selection, planning and design, construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay projects; review plans, inspect construction projects, conduct investigations and provide recommendations related to construction activities, direct and monitor custodial operations and security services, facilities master plan, education design standards, disposal of surplus property, joint use of district facilities, alternative use of school sites, grants and state funding, budget analysis, training, student demographics and movement, and attendance area boundaries. Compile, analyze, and prepare multi-year projections of student populations in relation to school facilities and capacity and related services of the district; and supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Organize, control, and direct the planning of District facilities and school sites; review facility proposals and coordinate facility use; assure required permits, appraisals, rentals and leases are acquired by the District; prepare grant applications and submit to appropriate funding resources; and facilitate necessary variances, easements and encroachments. **E**

Develop marketing strategies for leasing and disposal of district surplus properties; assist in the coordination, negotiation, implementation, and supervision of the sale, disposal, trade, acquisition, or lease of district sites and facilities. **E**

Coordinate and monitor architectural selection, planning and design; direct and coordinate the preparation and maintenance of the District Facilities Master Plan; compile related demographic, facility and educational data; and develop and maintain school capacity data. **E**

Develop and update timelines for the acquisition and construction of new facilities and the repair, reconstruction, or

relocation of existing facilities. **E**

Manage the expenditure of capital facilities funds; conduct data analyses to serve as the basis for securing and expending state building funds. **E**

Plan and coordinate joint use of district facilities with federal, state, and local government agencies; implement and maintain guidelines for joint use; and prepare draft district policies and regulations related to joint use of district facilities. **E**

Prepare, analyze, and revise a District Master Project Plan and Schedule. **E**

Perform or direct a variety of facilities planning including the district's on-line student attendance system, administration of developer fee guidelines, facility usage management, special projects, and California Environmental Quality Act. **E**

Review, analyze, conduct on-site investigations, and report on proposed development projects. **E**

Translate community growth projects into appropriate staffing and facilities to accommodate present and future educational needs; perform planning duties including enrollment projections, boundary changes, growth plan monitoring and development, and other related issues. **E**

Prepare comprehensive district-wide facility reports based upon compiled relevant analyst data on a variety of school planning matters; prepare and present data in the form of written, graphic, or oral reports for the use of school district administration, special committees, or community organizations. **E**

Communicate effectively with the public through various media both orally and in writing; serve as district spokesperson for facilities matters. **E**

Provide management and direction for custodial operations; automate and maintain cost effectiveness of programs, equipment, supplies, and procedures; and oversee the testing of supplies and new equipment. **E**

Provide operational management to district Security Services Program to include district security officers. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Develop, implement, and update internal facilities management and planning procedures to assure smooth and efficient delivery of services and compliance with laws, policies, and regulations. **E**

Prepare and submit all state-funded facilities applications regarding enrollment certification/projection, eligibility determination, application for funding, fund release, expenditure reports, and plans. **E**

Manage the collection, reporting, and allocation of developer fees, Mello-Roos, and redevelopment funds. **E**

Log and track developments within the district. **E**

Conduct studies to adjust, align, or develop new school boundaries as needed. **E**

Communicate and collaborate with other administrators, district personnel, city, county, and state department personnel, and the public to coordinate activities and programs, resolve issues or concerns, and exchange information; model district standards of ethics and professionalism. **E**

Administer the Civic Center Act (Education Code 38131) authorizing a civic center at each public school facility and grounds; manage and direct the Civic Center Permits Office. **E**

Contact appropriate city, county, and state agencies, and search records to obtain accurate housing, zoning, and demographic data. **E**

Develop and implement short and long-range plans and activities designed to enhance assigned programs and services and increase department efficiency through the use of technology and other available resources. **E**

Update education specifications/design standards to meet changing program needs. **E**

Make presentations to the Board as necessary regarding facilities, projects, and needs. **E**

Direct preparation of the annual budget for the planning functions of the district; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Plan, coordinate, and arrange for appropriate training of assigned staff to accomplish specific results-based outcomes. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees; and recommend transfers, reassignments, terminations, and disciplinary actions. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities Support Services. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, public administration, architecture planning, construction, or related field, and four years of increasingly responsible supervisory work in area of responsibility.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures related to submission of state-funded applications.
School construction finance, and alternative funding mechanisms and sources.
Technical aspects of field of specialty.

Principles and practices of modern facility management and public school planning.
Short and long-range planning methods.
Facilities master plan preparation.
Organization and direction of planning and construction activities.
Statistical and demographic concepts and methods.
Interpretation of maps, enrollment projections, and other environmental reports.
City and county redevelopment and zoning policies, procedures, and regulations.
Relevant state and federal regulations and procedures; applicable laws, codes, regulations, and policies.
Collection and allocation of developer fees, Mello-Roos, and redevelopment funds.
Budget preparation and control.
Applicable laws, codes, regulations, policies, and procedures.
District organization, operations, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Principles and practices of management, supervision, and training.
Evaluation approaches, strategies, and techniques.
Operation of a computer and related software.

ABILITY TO:

Perform the basic function of the position.
Perform professional, administrative, advocacy, and liaison duties involved in the planning process.
Develop planning policies and procedures, and implement strategies.
Develop alternatives, and resolve conflicts among competing interests.
Prepare accurate maps, plans, charts, graphs, and tables.
Understand and interpret legal property descriptions, topographic drawings, maps, and field notes.
Establish and maintain cooperative and effective working relationships with others.
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate clearly and effectively both orally and in writing.
Interpret, apply, and explain laws, rules, standards, regulations, policies, and procedures.
Analyze and resolve critical issues with significant organizational impact.
Read and interpret blueprints.
Work independently with little direction.
Plan and organize work to meet schedules and timelines.
Conduct research, analyze data, prepare comprehensive narrative and statistical reports, and present recommendations on complex planning projects.
Supervise and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office, outdoor, and construction site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

(Former Classification: Director II, Facilities Maintenance; Director II, Facilities Support Services; Director II, Planning, Construction, and Operations)

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Sara Noguchi, Ed. D., Interim Superintendent

Date