

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Manager II, GIS/Facilities	CLASSIFICATION:	Management–Non-Represented
SERIES:	Manager II	FLSA:	Exempt
JOB CLASS CODE:	9704	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Support Services	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director, Facilities Management and Operations	CABINET APPROVAL:	08-24-15

BASIC FUNCTION:

Performs independent, specialized duties requiring independent judgment and analysis related to the development and implementation of systems and research projects for short and long range facilities planning, enrollment projections and school boundary planning and analysis for school housing needs; performs highly technical and diverse tasks in the collection, processing, maintenance, and analysis of a wide variety of statistical information; and prepares layers, shape files, maps, charts, and other reports utilizing a Geographic Information System (GIS). Oversees the developer fee and civic permit collection, accounting and reporting; prepares a variety of complex reports; and acts as department system administrator for a variety of software.

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.)

Compile, process, and maintain confidential information, including facilities planning, student enrollment projections, facility capacity, class-size analysis, labor relations and negotiations, and other sensitive issues which may result in increased/decreased staffing levels. **E**

Compile, process, and maintain a wide variety of information, school site plans, and portable program inventory independently or with direction. **E**

Add and maintain street files, address lookup directories, and school site records; responds to inquiries; and provides detailed analysis of data, procedures, and policies. **E**

Perform advanced and diverse tasks in the collection, processing, maintenance, and analysis of a wide variety of data using GIS software. **E**

Produce street maps, District/school attendance boundaries, and geocode student addresses using GIS software. **E**

Preparing data for technical reports including facilities master plans containing facility site profiles, modernization needs, enrollment and demographic history, and facility funding impacts and options which could impact staffing formulas resulting in increased/decreased staffing levels. **E**

Prepare a variety of technical reports including graphic displays and as required internally, and by local, state, and/or federal regulatory agencies; reviews documents and reports for accuracy and completeness. **E**

Monitors residential, commercial, and industrial development within the District boundary to identify growth trends and student generation. **E**

Develop and implement long and short-term facility plans which could impact staffing formulas resulting in increased/decreased staffing levels. **E**

Prepare operations and custodial staffing reports and recommendations based on student enrollment, growth projections, facility capacity, and square footage. **E**

Develop, maintain, and review assigned department budgets; review expenditures, process requisitions and invoices and make appropriate recommendations to senior management staff. **E**

Maintain data for preparation of State School Building Program documents, including enrollment projections, environmental reports, eligibility justifications and bid forms; monitor State School Building project status report; and advise of documents to be filed. **E**

Complete Mello-Roos disclosure forms for real estate agents and maintain a log of “serving school” requests by real estate agents. **E**

Oversee the developer fee program and justification report; research, coordinate, and monitor information on residential subdivision activities and their impact on the District. **E**

Collect developer fees as required; explain developer fee policy to developers and district residents; establish and maintain accurate records of compliance forms and receipts; and maintain a system to safeguard and deposit developer fee receipts. **E**

Train department staff in the use of software programs; coordinate support staff in preparation of related documents; and assist and attend meetings on behalf of senior management. **E**

Complete rebate applications, invoicing of Civic Permit activities, budget development documents and projections, lease documents, capacity and room utilization reports, property inspections, and site tours. **E**

Provide information and assistance in person and on the telephone to district personnel, staff, parents, and public agencies regarding planning and construction rules, requirements, policies, and procedures. **E**

Attend planning and design meetings; record and distribute minutes as directed. **E**

Oversee and coordinate the operation of the “Plans Room”; manage physical and electronic/digital records for storage and achieving. Coordinate, create, and manage databases to provide accurate and timely statistics; coordinate and perform research; and supervise information gathering. **E**

Prepare and complete various forms; type board agenda items, board communications, reports, memoranda, and other materials; and independently write letters on routine matters not involving policy questions. **E**

Maintain central files; complete research tasks; and schedule meetings, conferences, travel, and appointments. **E**

Reviews regulations related to California Environmental Quality Act, Division of the State Architect, Office of Public School Construction and make appropriate recommendations to senior staff. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings, and supporting the goals and objectives of the district and the department. **E**

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**

Train and mentor assigned staff; supervise assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in planning, architecture, geographic information science and technology, or related field; and two years of increasingly responsible GIS experience. Preference will be given for individuals with K-12 public school experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Facilities Support Services policies, procedures, and terminology.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

Research procedures and projections for birth, population, housing, and enrollment trends.

Data processing techniques and software capabilities and applications, including knowledge of Microsoft Office (Excel, Word, PowerPoint, and Access).

Thorough understanding of GIS software, geocoding techniques, data model formats, and data conversion practices.

Knowledge of geocoding, address matching, and relational databases.

Geographic Information Systems (GIS); ESRI or MapInfo preferred

Ability to analyze complex problems, evaluates alternatives, and makes sound independent decisions within established guidelines.

Applicable NEPA and CEQA statutes, laws, rules and regulations.

Real Estate, leasing and land-use planning concepts.

Paperless electronic filing systems.

Technical aspects of field of specialty.

Current office practices, procedures, equipment, and technology.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Health and safety regulations.

Interpersonal skills using tact, patience, and courtesy; telephone techniques and etiquette.

ABILITY TO:

Operate microcomputer hardware and software, and other related computer software/standard office equipment.

- Design high quality maps, graphics, illustrations, and layouts with a key focus on quality and clarity.
- Create and prepare Microsoft PowerPoint presentations.
- Prepare documents using modern office equipment and technology including computers, scanners, and copiers.
- Prepare comprehensive and accurate reports and maintain records; queries, records, lists, and summaries.
- Provide excellent customer service by establishing positive relationships with District staff.
- Respond to phone calls, emails, letters, and other communication.
- Analyze situations and data accurately and to take an effective course of action.
- Read, understand, and apply federal, state, and local planning laws, rules, regulations, and zoning information.
- Prepare accurate reports, maps, plans, charts, graphs, and tables.
- Establish and maintain effective working relationships.
- Deal tactfully with the public and other agencies.
- Plan work and carry through to completion without close supervision.
- Perform complex mathematical and statistical calculations.
- Interpret and explain related rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Work independently with little direction.
- Lift light objects according to safety regulations.
- Handle multiple tasks and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Meet State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor work environment; subject to driving to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view computer monitor; and lift light objects.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date