



DIRECTOR OF FACILITIES & PLANNING

Classification: Director Level III

Location: District Office

Reports to: Executive Director of Facilities & Operations

FLSA Status: Exempt

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

Directs the district's administration, planning, and management of new construction and modernization projects. Develops a plan that identifies the district's long-term facility needs. Administers the Growth Management Act and State Environmental Protection Act based on mitigation and impact fee program.

Part II: Supervision and Controls over the Work

Serves under the guidance and administrative supervision of the Executive Director and is responsible for results in terms of effectiveness of planning, policies, and programs; and for contribution to and achievement of district goals and objectives. Work is guided by, and must comply with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

Program Administration:

1. Develops and oversees the district's capital projects program to include assessing building capacities and developing enrollment projections. Identifies and prioritizes district facility needs.
2. Coordinates and collaborates with advisory bodies, local and state agencies, architectural and engineering and other related construction firms to develop construction plans and identify issues, approvals, permits, mitigation, and other requirements.
3. Develops cost estimates to be used in appraising the Superintendent and Board of financial needs, bond strategies, and in assessing the bid process. Petitions for the adoption of ordinances for collection of impact fees to support construction costs.
4. Provides leadership to the bidding process and contract awards assuring compliance with District policy, statutes, and governing regulations.
5. Oversees capital projects construction and contractor performance assuring compliance with contract awards and approved construction timelines and costs.

Program Leadership: Assists and supports the Executive Director of Facilities & Operations in the following:

1. **Planning and Programming:** Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Develops strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Financial Management and Strategic Planning:** Administers programs within approved budget parameters including allocation of staff resources. Participates in maintaining and evaluating financial reports.
3. **Policy Formulation and Guidance:** Formulates policies necessary to implement program management goals and objectives and to assure effective operation of assigned programs. Establishing a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.
4. **Program Direction and Staff Supervision:** Assists in recruiting and assigning staff assuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides training and professional development of subordinate staff. Creates communication, collaboration and coordination processes that assure all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
5. **Program Evaluation, Analysis and Feedback:** Administers a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Participates in conducting a comprehensive assessment review of programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's degree or equivalent in assigned or closely related areas of study.
3. Minimum of five years of management or leadership experience that provided the full range of knowledge in facilities planning and construction.
4. Strong analytical and problem-solving skills, and understanding of client-centered support and services.
5. Excellent oral, written, presentation, and interpersonal communication skills.

6. Ability to work both independently and cooperatively.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.

Part V: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two hours at a time, may lift objects repeatedly, and may undertake repeated motions.