

MANAGEMENT JOB DESCRIPTION

FACILITIES PLANNING MANAGER

JOB SUMMARY:

Under the direction of the Director of Maintenance & Operations, plans, coordinates, organizes, and manages the District Planning Department. Manages and coordinates contracts related to land acquisitions, new construction, modernization, major capital improvement projects, and related bids. Assists with the formation of Community Facilities Districts. Supervises and evaluates assigned staff. Provides leadership and promotes teamwork, collaboration, and cross training for optimum services and support.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates, directs, and oversees essential facilities planning projects.
- Performs a variety of administrative and professional duties related to the District's facilities planning and construction program; participates in the development of the District's Long Range Facilities Master Plan; and assures compliance with applicable laws, codes, rules and regulations.
- Participates in the identification and acquisition of funding sources for capital facility projects; assures funding application information and materials are obtained and filed in a timely manner in accordance with State Allocation Board and State Department of Education procedures.
- Assists in managing design consultants, Construction Management firms, Inspector of Record, Testing & Specialty Consultants, and various vendors; monitors preparation and implementations of contracts, providing on-going evaluation, and ensures contract requirements are achieved.
- Attends and represents the District in a variety of meetings related to assigned activities; serves as a liaison between District personnel and outside agencies regarding facilities planning and construction activities.
- Assists in project closeouts to assure receipt of as-builts drawings, warranty information and complete project documentation; ensures Division of the State Architect project closeout.
- Performs the preparation of Request for Proposal (RFP) and Request for Qualifications (RFQ) documents and participates in the pre-qualification and selection of contractors and consultants.
- Manages the site acquisition process as needed for projects; oversees the compliance of California Environmental Quality Act (CEQA), California Department of Education (CDE), Department of Toxic Substance Control (DTSC), other related regulatory agencies related to the school district land acquisition process.
- Establishes and ensures the proper maintenance of the facilities planning Department records for contract management and audit purposes.
- Develops and maintains a system for monitoring land development within District boundaries to assist with annual enrollment projections.
- Prepares and submits advertisements, applications, contracts, and documents for Facilities Planning projects, and participates in bid openings.
- Reviews appropriate education codes and regulations to ensure District compliance with laws and regulations related to state facilities funding requirements and makes

recommendations for changes in District policies and procedures.

- Assists in the acquisition of school sites, sale of surplus sites, and changes in District boundaries with other school districts.
- Assists in the collection and distribution of Geographical Information System (GIS) data for student generation, school boundaries, and new school projections.
- Processes easements and prepares related Board agenda items.
- Creates and maintains an inventory of the District's modular buildings.
- Establishes and maintains liaisons with appropriate city, county, state, and federal agencies to coordinate school site planning.
- Assists with the formation of annexations to Community Facilities Districts.
- Assists with School Facilities Needs Analysis and Developer Fee Justification Study, annual updates, and implementation of the developer fees.
- Assists in student enrollment projections to establish participation eligibility in the State School Facilities Program; and prepares analysis and facility needs in relation to annual and long-term facility plans.
- Coordinates and participates in the interview and selection of staff; and supervises and evaluates assigned staff.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Responsible experience in management, land development, construction administration, or equivalent.
- Ability to evaluate construction cost estimates, take offs, unit prices, mark ups, change orders; ability to read and interpret contracts, legal documents, general and special conditions; and attention to detail.
- Familiarity and/or efficient use of computer software using Word, Excel, GIS, Bluebeam and other associated project management software and methods.
- Knowledge of architectural plans, methods, and practices, interpret, understand and apply policies and procedures of California Department of Education (CDE), Office of Public School Construction/State Allocation Board (OPSC/SAB) for state funded projects; understand and apply applicable federal, state and local codes for K-12 school building projects.
- Ability to perform multiple, technical tasks with a need to occasionally upgrade skills to meet changing job conditions.
- Ability to plan and manage District facilities planning operations; interpret provisions of the California State Education Codes and Regulations; plan, organize, evaluate, and supervise the work of assigned staff; establish and maintain proper records; use computer-based data programs; establish and maintain effective working relationships; communicate and interact effectively and professionally under pressure; analyze situations and adopt effective courses of action; and meet schedules and timelines.

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- Knowledge of land acquisition, real estate, escrow, various contracts, and agreements, including the preparation of related documents, state forms, and applications.
- Any combination of training and experience equivalent to a bachelor's degree in engineering, architecture, planning, construction management or business with emphasis in planning or a related field; and three years of experience with increasing levels of responsibilities in facilities planning, construction, or a related field.

Management Salary Schedule: Range J

BOARD APPROVED: 10/21/03

REVISION DATES: 07/18/06

09/16/08

11/17/21