

FACILITIES PLANNER

DEFINITION

Plan, coordinate and administer the facilities planning and construction programs; to participate in the development and implementation of policies and procedures related to facilities planning and construction; to serve as liaison between District administrators and to appropriate funding and other agencies regarding facilities planning and construction matters; perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Facilities and Planning, and exercise functional supervision over supervision over professional, Technical and/or clerical staff as assigned.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Coordinate the preparation of reports and applications for funds allocated under the Leroy F. Green Lease – Purchase Building Program and similar programs.

Serve as District liaison to the Division of the State Architect, the Office of Public School Construction (State Allocations Board) and other appropriate federal, state, county and local agencies on facilities planning matters.

Coordinate the activities of and serves as liaison between district administrators in the administration of the facilities planning programs; works with outside contractors and site administrators to insure efficient completion of construction projects impacting school operations.

Participate in the development and monitoring of the District's Capital Improvement Plan for facilities planning, financing, modernization and construction.

Participate in facilities planning policy development.

Coordinate the development of educational specifications for new or modernized facilities and retains blueprints for all District facilities and grounds.

Prepare budget projections for the facilities planning program.

Develop and maintain information files related to the facilities planning program, such as school housing capacity data and co-hort survival enrollment projections.

Perform research and prepares cost estimates and special reports related to facilities planning.

Oversee and direct the work of project architects, inspectors and others in conjunction with the construction program and general administration of construction contracts.

Prepare or may direct the preparation of procedural and administrative studies and recommends solutions to facilities planning problems.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Government regulations and codes related to facility construction such as Titles 19, 21, and 24 of the Administrative Code, the Uniform Building Code, and health and safety regulations
- ◆ Funding programs and sources for school construction such as the Leroy F. Green Lease-Purchase Building Program, the Mello Ross Financing Act, and California Street and Highways Code as related to Maintenance Assessment Districts
- ◆ Construction industry procedures and practices
- ◆ General management functions of planning and organization
- ◆ School district organization and operations
- ◆ Problem analysis and report writing techniques; data organization and presentation

Ability to:

- ◆ Coordinate the activities of various District programs in the administration of a facilities planning program
- ◆ Understand and interpret a variety of materials related to facility construction, such as government regulations and codes, procedures, and technical materials
- ◆ Establish and maintain effective working relationships with District personnel, government agency representatives, contractors, architects, and others contacted in the course of the work
- ◆ Prepare budget projections and cost estimates
- ◆ Analyze problems and recommend appropriate solutions
- ◆ Maintain records and prepare reports
- ◆ Communicate effectively, both orally and in writing
- ◆ Work independently with minimal direction

Education and Experience:

Any combination of education, training and experience equivalent to a Bachelor's degree in engineering, architecture or public administration, and three (3) years of progressively responsible experience in facilities planning activities for a school district or other public agency (Additional related experience may be substituted for education on a year-for-year basis).

License or Certificate:

- ◆ Possession of a valid California driver's license
- ◆ First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Salary Placement:

Range 34

Management Team

12-month work year

Approved: 08-14-96