



## Job Description

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<b>POSITION TITLE:</b>	<b>Director III, Facilities Planning and Construction</b>	<b>#6167</b>
	<b>Business Services</b>	
<b>SALARY PLACEMENT:</b>	<b>Administrative Council Salary Schedule</b>	
	<b>Range I</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in public administration, business administration, construction management or related field. Experience of a related nature may be substituted for degree requirements. Management level experience in an educational setting. Five years' experience in school facilities planning, construction, modernization, maintenance and project management.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Facilities planning, construction and modernization experience at a county office of education. Knowledge of charter school and community school facilities requirements. Experience working with the California Department of Education, Office of Public School Construction, Department of Toxic Substances Control, Division of the State Architect and the State Facilities Program from project inception to completion.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Detailed and hands on experience in all aspects of school facilities planning, regulations, new construction, modernization, deferred maintenance, project management, various project delivery methods, contract negotiation and administration. Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, train, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures and work independently with little direction. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of laws, rules and regulations and project delivery methods affecting school district and county office facilities construction, modernization and deferred maintenance activities; techniques of gathering and analyzing information and preparing reports; legal aspects of public works project bidding and administration; ability to interpret and apply laws, policies, rules and regulations; plan, coordinate and direct the work of others effectively.

### **DISTINGUISHING CHARACTERISTICS:**

The Director III represents Range I on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

### **SUMMARY OF POSITION:**

Under the direction of the Deputy Superintendent of Business Services and the Division Director of Operations, plans, coordinates and directs countywide facility planning, construction, modernization and deferred maintenance projects and programs; Plans, organizes, supervises, coordinates and implements the functions of building and modernizing county office owned or rented facilities; provides technical expertise regarding assigned functions; directs site and facility acquisition functions; conducts routine and periodic inspections of county office sites and buildings; serves as liaison between county office and state and local planning, regulatory, and governmental agencies; develops and implements long and short-term plans and activities; complies with state requirements regarding school facility programs, facility funding, and other reporting requirements; performs energy conservation feasibility analysis;

implements improvements that result in energy and operational savings; reviews legislation to assure agency compliance with laws and procedures and make recommendations on changes; communicates with other administrators, staff, and contractors to coordinate building and modernization activities, resolve issues and exchange information; prepares and/or reviews estimates of job costs; reviews estimates with actual costs of completed work; researches and coordinates preparation of bids, contracts, and related documents; monitors and expedites project timeline information; and makes presentations as necessary regarding building and modernization plans, projects, and needs.

#### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs and projects. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Develop and manage substantial program and project budgets.
14. Plan and manage all aspects of countywide facilities program and projects.
15. Personally inspect buildings for needed repair and maintenance as well as for fire, safety, or health hazards; determine priority for repairs and new projects
16. Interface with architects, engineers and state agencies.
17. Prepare and/or review estimates of job costs; review estimates with actual costs of completed work; prepare and interpret plans and specifications; administer deferred maintenance program, including preparation and maintenance of five-year plan.
18. Assemble and award bids, subject to review by the Deputy Superintendent of Business Services.
19. All other duties as assigned.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

#### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office, and/or construction environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.