

ASSISTANT FACILITIES DEVELOPMENT MANAGER

DEFINITION

Assists with the planning and coordination involved with the execution of pre-construction activities associated with the preparation for the building of new schools and modernization projects. An Assistant Facilities Development Manager will assist Facilities Development Managers and other assigned staff to oversee the redevelopment, modernization, management, and pre-construction activities of school facilities.

TYPICAL DUTIES

Assists the Facilities Development Manager in the development of project scope and coordination of architectural planning, design, funding, and development of school facilities.

Provides functional support over pre-construction project schedules, cost control, issue resolution, and quality control.

Reviews pre-construction project status to monitor schedule and budget variances.

Assists in obtaining and reviewing real property title, easement and survey issues associated with District-owned land.

Assists in coordinating the pre-construction program activities and related work products of those in other District branches and departments such as the Office of Environmental Health and Safety, Real Estate, Community Outreach, School Management Services/ Master Planning and Demographics, Maintenance and Operations, Project Execution, Facilities Contracts, and Procurement.

Assists with resolving pre-construction project issues by helping to resolve differences of opinion, conflicts in schedules, and disagreements over the most efficient approach to asset surveying, planning for redevelopment and modernization of existing school facilities and/or creation of new facilities.

Reviews, recommends and implements program and project level policy and procedural innovations.

Coordinates with representatives from various utility and government agencies to obtain timely action on successive phases of project completion.

Assesses bid specifications for District need and probability of completion within the specified timeline.

Prepares presentations and board report material and assists with making presentations to Board Members' staff, District administrators, and representatives of public agencies.

Assists with preparation of bid specifications and documents for interim housing, demolition and abatement, surveys, site assessment reports, and other pre-construction related activities.

Reviews and verifies submitted applications for payment and assists with fiscal management of multiple redevelopment/modernization projects.

Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Facilities Development Manager assists the Facilities Development Manager by providing support services necessary to the preparation of sites for modernization/redevelopment and pre-construction activities, including planning, environmental evaluations, design, site due diligence, interim utilization issues, and stakeholder outreach.

A Facilities Development Manager supervises Assistant Facilities Development Managers and provides functional direction over those integral to the preparation of sites for construction activities, including planning environmental evaluations, design, site due diligence, and stakeholder outreach.

A Senior Facilities Development Manager supervises teams of Facilities Development Managers responsible for multiple redevelopment, modernization and new school projects and works on more complex pre-development projects.

SUPERVISION

General supervision is received from the Facilities Development Manager, or other higher level administrator. General supervision is exercised over technical employees assigned to pre-construction activities.

CLASS QUALIFICATIONS

Knowledge of:

- Project definition and scope development
- Architectural design
- Design management
- General principles and practices of real estate development and building construction
- Principles of urban planning and development
- Construction contract administration
- Professional services agreement, bidding documents, and contractual requirements applicable to public works projects
- Program and project management principles
- Principles of the Public Contract Code, contract law scheduling, estimating, and demolition and environmental assessment work
- Budgetary planning and control
- Terminology and provisions of Bond funding
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Plan, coordinate, and provide leadership for facilities planning and development
- Provide effective oversight of multiple operations
- Handle multiple projects simultaneously
- Evaluate operational effectiveness of pre-construction project team members
- Communicate effectively, both orally and in writing
- Provide impartial and effective analysis of claims and disputes

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in construction management, engineering, architecture, urban design or a related field. Experience in addition to that listed below may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Four years of full time, paid-professional experience with responsibility for managing pre-construction activities, architectural planning, design, construction, or the development of major facilities. A master's degree obtained from a recognized college or university in architecture, engineering, construction management, urban design or related a field may substitute for up to two years of the required experience. Experience in K-12 facility planning, design, development and/or construction is preferable.

Special

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
09-28-15
HV

Updated
11-05-25
Transportation
Language Only