

FACILITIES ASSET DEVELOPMENT DIRECTOR

DEFINITION

Directs and oversees the development, planning and coordination of pre-construction activities for multiple new school construction and modernization projects in various areas in the District.

TYPICAL DUTIES

Directs and reviews the architectural planning, design, funding, and development of multiple pre-construction activities involving school construction and modernization projects.

Develops, assigns, and monitors performance of Facilities Development Managers, Senior Facilities Development Managers and other professional staff involved with pre-construction activities.

Coordinates school planning activities including conceptual planning as a collaborative planning process.

Manages multiple District school pre-construction and design-build projects through interaction with various departments including Master Planning, Project Controls, Demographics, Real Estate, Community Outreach, Office of Environmental Health and Safety, Maintenance and Operations, and Project Execution from project conception, through draft to final review, approval, and handoff to construction.

Directs the development of selection procedures and standards for the administration of Architectural and Engineering (A/E) contracts.

Monitors activities such as site assessment, California Environmental Quality Act (CEQA) design, off-site approvals, political interface, outreach, funding strategies, and application process.

Develops, establishes, and administers pre-construction policies and procedures for the planning and development of new and existing school projects.

Defines the needs (seats) for new and existing schools and develops new school designs.

Administers assessment of LAUSD properties to determine future needs and possible facilities use.

Develops recommendations for future project priorities and phasing.

Resolves more complex pre-construction project issues including schedule conflicts and disagreements over design of new schools facilities and modernization of existing facilities.

Manages the planning and design departments regarding the creation and design of architectural plans by third-party professional architectural and engineering commissioning agents for submission and approval by the Division of the State Architect (DSA).

Evaluates redevelopment opportunities with the Master Planning and Real Estate Department for District owned properties, and the selection and acquisition of potential new sites.

Makes presentations to Board Members, District administrators, and representatives of public agencies.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Asset Development Director provides overall administrative and functional management for pre-construction project development on assigned projects in various areas in the District.

The Director of Facilities Planning and Development directs long range facilities master planning, identifies requirements for new and existing school facilities, provides critical information for obtaining CEQA clearance, develops school designs, supports the site selection process for new schools, and recommends procurement methods by which to execute the project. The Deputy Director of Facilities Planning and Development assists in the management of the branch and acts for the Director of Facilities Planning and Development as required.

The Senior Facilities Development Manager is responsible for monitoring the work of multiple Facilities Development Managers and assumes responsibility for more complex pre-construction activities.

SUPERVISION

The Facilities Asset Development Director receives general supervision from the Director of Facilities Planning and Development and the Deputy Director of Facilities Planning and Development. General supervision is exercised over lower level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Planning and design of new and existing educational facilities
- Architecture and engineering as applied to the design and construction of school buildings, service facilities
- General principles and practices of building construction
- Principles of urban planning and development
- Principles of design and construction scheduling
- Principles of organization, management, and supervision
- District standards and legal provisions governing school building construction
- Construction contract administration
- Laws and regulations regarding site acquisition
- Regulations and complexities of construction projects and programs, including design build
- Program and project management principles
- Principles of the Public Contract Code, contract law scheduling, estimating, and demolition and environmental assessment work
- State and federal environmental regulations such as the (CEQA) and National Environmental Policy Act (NEPA)
- Legal bases and sources of finance for California school building programs
- Basic principles of contract law, public contracting, research, cost analysis and accounting
- Basic principles of contract administration, research, cost analysis and control, accounting, and analysis and presentation
- Basic concepts and business applications of data processing
- Principles of public relations

Ability to:

- Plan, organize and coordinate a variety of new facilities projects for maximum efficiency and cost effectiveness
- Provide leadership and prioritize projects
- Provide effective oversight of multiple operations
- Manage project budgets and schedules
- Handle multiple projects simultaneously
- Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups involved in design and construction of new facilities
- Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
- Make and review decisions objectively
- Communicate effectively both orally and in writing
- Operate a computer workstation and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from an accredited college or university with a bachelor's degree, preferably in architecture, engineering, facilities planning, urban planning or construction management. A master's degree in architecture or planning is preferred. Courses in business administration, public relations, accounting, school finance, personnel management and communications are preferred.

Experience:

Ten years of executive or management experience with the responsibility for architectural planning, design, and development of large campuses, projects, or programs. The following work experience is preferable:

- Experience utilizing Building Information Modeling (BIM)
- Experience in Leadership and Environmental Design (LEED) certified projects and/or the Collaborative For High Performing Schools (CHPS)
- Experience with DSA construction/design processes
- Experience in designing of educational or instructional facilities

Special:

Any one of the following is preferable:

- A valid Certificate of Registration as a licensed architect by the California State Board of Architectural Examiners.
- A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Professional Engineers and Land Surveyors, or;
- A valid Certified Planner (AICP) credential by the American Planning Association, or;

AND

A valid California Driver License and the availability of private transportation, or the ability to use an alternative method of transportation.
Use of an automobile.

SPECIAL NOTES

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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
12-10-18
LKD