

DIRECTOR OF NON-ACADEMIC FACILITIES PLANNING

DEFINITION

Responsible for the development and management of standards and systems for non-academic facilities requirements and the space planning and allocation for all District non-academic facilities.

TYPICAL DUTIES

- Develops standards for District wide non-academic facilities requirements.
- Develops strategic plans for allocation of physical space for District non-academic facilities requirements.
- Develops and implements policies and procedures for the planning and management of non-academic facilities.
- Analyzes requests, compares requests to the requirements standards, and recommends allocation of resources.
- Works with architects, engineers, and others to determine adequate and appropriate space utilization for non-academic facilities.
- Identifies limitations of non-academic facility requirements and develops acquisition plans for the procurement of new or leased facilities with the real estate branch to appropriately meet the need.
- Evaluates facility conditions to determine whether modifications are necessary to create appropriate, safe, and adequate working conditions.
- Coordinates necessary modifications with construction managers, inspectors, project managers and others as required.
- Works with District divisions and offices including the Office of Environmental Health and Safety in the evaluation and preparation of facilities for occupancy.
- Prepares Board reports regarding planning, allocation and modifications for non-academic facilities.
- Monitors progress of development of plans and modifications for space allocation.
- Makes presentations to the Board of Education as necessary.
- Directs, coordinates, and reviews studies to research, forecast, and evaluate materials, needs, and services.
- Determines cost effectiveness of plans, designs, modifications, and procedures.
- Reviews and coordinates the preparation of plans and specifications for contract work.
- Directs and participates in the preparation of non-academic space allocation budget and control of expenditures.
- Directs and participates in personnel management activities including employee hiring, evaluation, and discipline.
- Assures that personnel responsibilities are carried out in accordance with laws, rules, policies, and the provisions of labor contracts.
- Directs the establishment and maintenance of basic facilities requirements records and the preparation of non-academic facility allocation and planning reports.
- Meets with or addresses a variety of groups, including employees, advisory councils, and officials of public agencies in regard to the evaluation, planning and allocation of non-academic facilities.
- Contacts or responds to representatives of public agencies, contractors, and vendors as necessary.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Non-Academic Facilities Planning develops strategic plans, organizes, and coordinates activities related to facilities requirements identification and facilities planning and space allocation for the District.

The Deputy Chief Facilities Executive - Existing Facilities assists in the overall administration of existing facilities construction, project management, in the local district facilities offices, maintenance of building and grounds, and construction inspection.

## SUPERVISION

Administrative direction is received from the Deputy Chief Facilities Executive - Existing Facilities. General direction is exercised over lower-level staff and management personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current practices and processes utilized in facilities requirements identification, planning, and allocation
- Facility planning standards, criteria, and management systems
- Local and State building codes and safety regulations
- Basic District personnel rules, regulations, practices, and policies
- Pertinent sections of District collective bargaining agreements

### Ability to:

- Work effectively with facilities and business officials
- Express policies, regulations, and other matters clearly and concisely in writing and orally
- Analyze and interpret computerized management information reports
- Estimate materials and labor costs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a degree in Engineering, Architecture, or Urban Planning. Courses in facilities planning, accounting, systems and procedures, research, and personnel management are desirable.

### Experience:

Five years executive experience in facilities requirements identification and facilities planning including responsibility for the coordination of activities related to physical work space and the administration of asset databases for facilities requirements.

### Special:

- A valid California Driver License.
- Use of an automobile.

## SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.