

## DEPUTY CHIEF FACILITIES EXECUTIVE

### DEFINITION

Assists the Chief Facilities Executive by planning, organizing, assigning, directing, and reviewing the activities of the Facilities Services Division and participating in the planning and implementation of policies and programs of the District at the executive level.

### TYPICAL DUTIES

Directs and reviews the administration and operation of the Facilities Services Division through directors and staff personnel engaged in:

- Design and engineering activities associated with both the construction of new schools and the modernization and repair efforts at existing academic and non-academic sites throughout the District

- Project management and construction activities associated with new school construction and repair efforts at existing academic and non-academic sites throughout the District

- Maintenance and operation activities associated with existing schools throughout the District
- School and District master planning activities for all facilities throughout the District

- Construction inspection activities associated with the construction of new facilities and the upgrade, enhancement, and repair of existing facilities throughout the District

- Generating policies, procedures, and plans for the purpose of both meeting the goals of the building program and complying with various laws and statutes

- Program management and project reporting, capital budget forecasts, and financial reporting and analysis

- Managerial and strategic reviews of facilities activities, programs, and projects

- Facilities legislative, political, administrative, communication and legal activities

- Generating executive-level reports and strategic plans, including the Strategic Execution Plan for the Division, for review by Board members, various committee members, other District executives, and members of the public.

Represents the District in meetings with contractors, public agencies, community groups, and others.

Interprets and explains school utilization policies, school modernization funding, and building and maintenance program regulations and procedures to Board members, parents, community representatives, school administrators, the press and others.

Directs and reviews personnel management, including training, safety, evaluation and discipline.

Reviews and prepares Board reports and correspondence, often with major legal and financial significance.

Evaluates records and report systems and makes or recommends improvements.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Chief Facilities Executive assists in the overall administration and management of District facilities and acts for the Chief Facilities Executive in case of absence.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of building and grounds.

## SUPERVISION

The Deputy Chief Facilities Executive receives administrative direction from the Chief Facilities Executive and provides administrative direction over lower-level management personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of organization management, project budget preparation, project controls, personnel administration, supervision, and training
- Basic principles, methods, and practices of facilities administration with particular reference to educational facility planning, school utilization, architectural and engineering procedures, and activities related to the management of construction and maintenance of school plants
- Sources of funding for school modernization programs
- Research techniques including basic statistical methods
- School and contract law relative to public works projects
- Laws and regulations pertinent to financial management of school building and maintenance programs
- District collective bargaining process

### Ability to:

- Plan and coordinate a variety of technical facilities planning functions
- Formulate and implement program goals, objectives, and schedules
- Evaluate the effectiveness of the organization, staffing procedures and related matters
- Develop and implement operating changes required to achieve goals and objectives
- Collect and analyze data and present effective oral and written reports
- Supervise the activities of others engaged in various technical activities
- Establish and maintain effective relationships with officials of public and private organizations, employees, co-workers, and the general public

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in architecture, engineering, facilities planning, or construction management. Courses in business administration, public relations, accounting, school finance, personnel management, and communications are preferable.

### Experience:

Ten years of progressively responsible experience managing large program/projects that involved the construction of new facilities, or the planning and coordination of capital projects and/or facilities maintenance and/or operations with at least five years of executive or management experience managing projects/programs of construction value in excess of \$200 million.

The following work experience is preferable:

Experience with Leadership in Energy and Environmental Design (LEED) certified projects  
and/or the Collaborative for High Performing Schools (CHPS)  
Experience with public/private ventures in the construction industry  
Experience in Formal Construction Partnering

Special:

Any one of the following is preferable:

A valid Certificate of Registration as a Professional Engineer by the California State Board  
of Registration of Civil and Professional Engineers, or;  
A valid Certified Construction Manager (CCM) credential by the Construction Manager  
Certification Institute (CMCI), or;  
A valid Certification of Project Management Professionals (PMPs) or Program Management  
Professionals (PgMPs) by the Project Management Institute or;  
A valid Certificate of Registration as a licensed architect by the California State Board of  
Architectural Examiners.

AND

A valid California Driver License  
Use of an automobile

SPECIAL NOTE

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.

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LKD