

DIRECTOR OF FACILITIES PLANNING AND DEVELOPMENT	1984
DEPUTY DIRECTOR OF FACILITIES PLANNING AND DEVELOPMENT	1989

## DEFINITION

Assists the Chief Facilities Executive by planning, organizing, assigning, directing, and reviewing activities related to demographics, long range facilities asset management, master planning, space utilization, facilities design, and sustainability programs, to develop project definitions for the redevelopment or modernization of District facilities. The Deputy Director of Facilities Planning and Development assists in the management of the branch and acts for the Director as required.

## TYPICAL DUTIES

Directs and reviews the administration of the school and non-academic District facility planning and utilization functions which includes demographic analysis, long range facilities master planning, design criteria, performance specifications, sustainability programs, redevelopment/re-use opportunities and property acquisition/disposition programs through managers and staff personnel engaged in:

Preparing and controlling budgets, schedules and expenditures.

Analysis of District-wide master demographic data to determine school facility requirements and establishment of boundaries for new and existing schools.

Conducting facility condition assessments, surveys and related asset management data collection to determine facility needs and project prioritization.

Developing and updating the Facilities Strategic Execution Plan and obtaining Board approval for new projects or project definitions.

Developing new and existing school design criteria, guidelines, and specifications in accordance with the District's budgetary capacity and program and statutory requirements.

Administration of the District's Real Estate Department in selecting sites for new expansion and charter schools.

Administering charter school facilities planning activities in compliance with all applicable laws and regulations.

Identifying and developing joint use and repurpose opportunities for District-owned assets to broaden use and capitalize revenues.

Leasing and management of District-owned properties

Development, administration and management of sustainability and "green" technology initiatives and programs.

Coordination with the District's Office of Environmental Health and Safety in obtaining project approval in accordance with CEQA clearance requirements.

Provides leadership in the planning and implementation of related policies and programs of the District at the executive level.

Evaluates organization, policies, and procedures and approves or recommends changes.

Represents the Facilities Services Division before the Superintendent of Schools, Board of Education, Bond Oversight Committee and in inter-divisional meetings to achieve District-wide consensus of future asset planning.

Confers with representatives of governmental agencies, District departments, and the public in regards to matters affecting Division responsibilities.

Reviews and makes recommendations on legislation and other matters affecting the Facilities Services Division.

Directs and reviews the establishment of records and the preparation of required reports in order to ensure compliance with law, governmental regulations, and District policies and rules.  
Coordinates personnel management functions including staff development, employee evaluation and discipline, in conjunction with Facilities Services Division human resources personnel and the Personnel Commission.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Facilities Planning and Development directs long range asset master planning, identifies requirements for new and existing schools, provides critical information for obtaining CEQA clearance, develops school designs, supports the site selection process for new schools or expansion of existing schools, and recommends procurement of services to obtain new facilities perform major modernization of existing schools. 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 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.

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.

## SUPERVISION

The Director of Facilities Planning and Development receives administrative direction from the Chief Facilities Executive and the Deputy Chief Facilities Executive and exercises administrative direction over lower level management personnel. The Deputy Director of Facilities Planning and Development receives administrative direction from the Director of Facilities Planning and Development and exercises administrative direction over lower level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of real property asset management
- Principles of monetizing real property assets
- Planning, design and development of educational and support facilities
- Laws, regulations and processes regarding governmental/public property acquisition, leasing and disposition
- Regulations and complexities of construction and redevelopment programs and projects
- Principles of program project management
- 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 concepts and business applications of data processing
- Principles of public relations

### Ability to:

- Plan, organize and coordinate a variety of facilities programs and projects for maximum efficiency and cost effectiveness
- Provide leadership and prioritize projects

Work effectively and diplomatically and maintain relationships with a wide variety of Individuals, groups and entities involved in planning, design and construction of new and existing 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 with a bachelor's degree from a recognized college or university, preferably with a major in architecture, engineering, facilities planning, construction management or an advanced degree in any subject. An advanced degree in planning, architecture or real estate is preferred. Courses in asset management, business administration, public relations, accounting, school finance, personnel management and communications are preferred.

### Experience:

#### Director of Facilities Planning and Development

Ten years of executive or administrative experience related to asset management of real property portfolios, including planning and design management of capital improvement programs. The following work experience is preferable:

Experience with Leadership in Energy and Environmental Design (LEED) and/or Collaborative for High Performing Schools (CHPS) certified projects  
Experience in private/public ventures involving project development design and construction

#### Deputy Director of Facilities Planning and Development

Eight years of executive or administrative experience related to asset management of real property portfolios, including planning and design management of capital improvement programs. The following work experience is preferable:

Experience with Leadership in Energy and Environmental Design (LEED) and/or Collaborative for High Performing Schools (CHPS) certified projects  
Experience in private/public ventures involving project development design and construction

### 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 Professional Engineers and Land Surveyors, or;  
A valid Certified Planner (AICP) credential by the American Planning Association, or;  
A valid Certificate of Registration as a licensed architect by the California State Board of Architectural Examiners  
An active California State Bar Card  
A valid California Real Estate Brokers license

AND

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

1. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
2. LEED Professional Accreditation by the Green Building Certification Institute (GBCI) is required within one year of employment.
3. Director of Facilities Planning and Development meets the requirement of Education Code Section 35045.

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 change typical duties of a position at any time.

Revised  
10-20-10  
GMZ