

DIRECTOR OF CAPITAL PLANNING AND BUDGETING

DEFINITION

In support of the Chief Business Officer, the Director of Capital Planning and Budgeting (non-GO bond funded) directs, guides, prepares, and administers the District's Capital Improvement Plan.

TYPICAL DUTIES

- Leads the development, implementation, and evaluation of the strategic initiatives related to the District's non-GO (General Obligation) bond-funded capital assets.
- Directs, develops, maintains and reports on the District's Capital Improvement Plan for non-GO bond-funded capital investments.
- Responsible for directing, developing and implementing strategies to address unfunded capital needs across the portfolio of the Deputy Superintendent of Business and Operations, and between other departments and units.
- Facilitates collaborative partnerships with various District offices and divisions to ensure coherence with District-wide policies, programs, and professional development related to capital planning and projects that are not bond funded.
- Ensures Capital Planning and Budget activities for non-GO bond-funded investments are coherent, comprehensive, and aligned with the District's Bond-Funded capital investments by collaborating with the Chief Facilities Executive or designee(s) and other District stakeholders on behalf of the Chief Business Officer.
- Collaborates with technical experts of the Facilities Services Division to ensure that assessments and evaluations of capital assets are conducted and surveys related to asset management data are collected to determine non-bond-funded capital needs and project prioritization.
- Manages the administration of debt-funded non-GO bond-funded capital projects to ensure compliance with procurement and debt funding rules and guidelines.
- Develops and oversees the processes governing the request, evaluation, prioritization, approval, and execution for non-GO bond-funded projects for departments and programs related to but not limited to Transportation Services, Food Services, other offices, and schools.
- Provides financial advice and recommendations to determine appropriate and available options for financing approved capital projects.
- Provides leadership and financial guidance related to the non-GO bond eligible capital budget.
- Develops financial reports related to non-GO bond-funded capital investments.
- Prepares and may conduct presentations on the District's non-GO bond-funded investments that may include budget detail, project status, and other pertinent financial information involving the analyses of non-bond-funded Capital budgets in addition to assessing the impact of such investments on the District's operating budgets.
- Directs and supervises the work activities of professional budget staff within the Capital office.
- Develops the District's capital budgeting policies and procedures related to the Capital Improvement Plan.
- Analyzes projects in the Capital Improvement Plan, including budgets, forecasts, and schedules; manages prioritization of expenditures; tracks variances; and communicates progress with stakeholders.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Capital Planning and Budgeting shall have the budgetary responsibility to prioritize, optimize, and sustain the District's non-GO bond-funded capital investments.

The Chief Business Officer is the executive responsible for the direction of the financial activities of several major business divisions of the District.

The Deputy Chief Business Officer, Finance assists in managing the financial services of the District and participates in the planning and implementation of policies and programs and acts as the Chief, as required.

SUPERVISION

The Director of Capital Planning and Budgeting receives administrative direction from the Chief Business Officer or Deputy Chief Business Officer, and provides general direction to lower-level administrators.

CLASS QUALIFICATIONS

Knowledge of:

- Legal basis and sources of finances of California public education
- Theory and practice of accounting, business administration, budgeting, auditing, and fiscal management, with emphasis on governmental operations.
- Principles of organization, management, system analysis, budgeting, staff development, communications, and personnel administration.
- Principles and practices of capital program budgeting and financial analysis, particularly as they relate to multi-fund source budget.
- State laws, the California School Accounting Manual, and Government Accounting Standards Board and other regulations affecting school district financial affairs.
- Principles of construction estimating and budget planning
- Principles of project scheduling
- Laws pertaining to the use of capital funds
- Principles of program and/or project management

Ability to:

- Plan and administer complex financial operations involving coordination of efforts of multiple specialized units
- Analyze financial and statistical data and make or recommend decisions as indicated
- Maintain, through subordinates, the accuracy and currency of records and reports, while meeting regular and special demands for data
- Make effective public presentations of complex financial data and plans
- Manage and estimate project budget and costs
- Work effectively and diplomatically and maintain relationships with a wide variety of individuals, groups and entities involved in planning, design, construction, and/or acquisition of new and existing capital assets
- Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
- Make and review decisions objectively
- Communicate effectively both orally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in business, public administration, accounting, finance, urban planning or a related field. An advanced degree in business administration, public administration, accounting, or a related field is highly desirable.

Experience:

Five years of executive or management level experience in capital planning, budgeting and forecasting; preferably while managing the development, implementation, and modification of a capital program which is comprised of an annual budget and multi-year forecast. Such experience must involve an annual capital plan budget of no less than \$25 million dollars

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. An Employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

The 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 relevant 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.

NEW CLASS

6-1-2023

SD