

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Director, Planning and Property Management	CLASSIFICATION:	Non-Represented Management/Classified
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	9901	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Support Services	SALARY:	Range 17 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Facilities Support Services	CABINET APPROVAL:	1-27-20, 9-25-23, 8-19-24
		HR APPROVAL:	8-19-24
		BOARD APPROVAL:	9-5-24

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Facilities Support Services, responsible for planning, developing, organizing, controlling, maintaining, and directing functions related to facilities planning, resource management and sustainability efforts, and related services of the District; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Organize, control, and direct the planning of District facilities and school sites; review facility proposals and coordinate facility use; assure required permits, appraisals, rentals and leases are acquired by the District; prepare grant applications and submit to appropriate funding resources; and facilitate necessary variances, easements and encroachments. **E**

Organize, control, and direct the leases for district property including proper accounting and renewal tracking, negotiations, and document records. **E**

Direct the development of student enrollment projections each year by required timelines, collaborate in sharing data with appropriate departments, establish meetings to ensure data is used for all district needs. **E**

Organize, control and direct the district archive system for all facility related documents including deeds, easements, building permits and building plans. **E**

Develop marketing strategies for leasing and disposal of District surplus properties; assist in the coordination, negotiation, implementation, and supervision of the sale, disposal, trade, acquisition, or lease of District sites and facilities. **E**

Conduct data analyses to serve as the basis for securing and expending state building funds. **E**

Plan and coordinate joint use of District facilities with federal, state, and local government agencies; implement

and maintain guidelines for joint use; and prepare draft District policies and regulations related to joint use of District facilities. **E**

Perform or direct a variety of facilities planning including the District's on-line student attendance system, administration of developer fee guidelines, facility usage management, special projects, and California Environmental Quality Act. **E**

Manages and Directs the Districts ADA Access Compliance program under the provisions of ADA laws and judgments and provides long range facilities planning needs to ensure compliance. **E**

Review, analyze, conduct on-site investigations, and report on proposed development projects, log, and track developments within the District. **E**

Translate community growth projects into appropriate staffing and facilities to accommodate present and future educational needs; perform planning duties including enrollment projections, boundary changes, growth plan monitoring and development, and other related issues. **E**

Prepare comprehensive District-wide facility reports based upon compiled relevant analyst data on a variety of school planning matters; prepare and present data in the form of written, graphic, or oral reports for the use of school district administration, special committees, or community organizations. **E**

Communicate effectively with the public through various media both orally and in writing; serve as District spokesperson for facilities matters. **E**

Provide technical expertise, information, and assistance related to facility and energy conservation grants. **E**

Plan, organize, control, and direct a variety of programs, projects, and activities related to facilities, resource management and sustainability efforts to provide a safe and appropriate environment for students and staff. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop policies and procedures to comply with state, county, and city laws and regulations. **E**

Develop and update the planning database for schools and District facilities to include student enrollments, construction rates, student yield factors, address grid systems, building data, District maps, and school boundaries. **E**

Develop and update the short and long range Master and Budgetary Plans for new and existing school sites and District facilities; monitor Facilities Master Plan and long range facility planning based on accepted growth projections. **E**

Coordinate the preparation and submission of applications and plans for state funds and grants, city funds, county funds, impact fees, developer fees, bond funds, and other local funding sources. **E**

Develop strategies and projects to maximize state facilities funding opportunities for the District; review and approve funding applications, fund releases, and progress statements. **E**

Develop and implement long and short-term plans and activities designed to enhance programs and services; assure an economical, safe, and efficient work environment; and comply with state requirements regarding reporting of maintenance needs and plans including the Deferred Maintenance Plan and resource conservation efforts. **E**

Develop and manage a preventative maintenance program to ensure maximum lifecycle of building components

and equipment. **E**

Remain current on local, state, and federal regulations which govern the operation of public school facilities, current issues, developments, industry standards, and innovation; attend professional association meetings, conferences, and collaborate with industry partners. **E**

Attend and conduct a variety of meetings as assigned; represent the District regarding school housing planning matters. **E**

Lead community engagement efforts around District facilities efforts. **E**

Be the primary liaison between the District and the City and County on Facilities planning matters. **E**

Work closely with city, community, park districts, and consultants to ensure projects are cooperatively implemented. **E**

Attend and conduct a variety of meetings as assigned. **E**

Supervise energy and other related conservation programs and monitor utilities consumption; recommend and oversee utility conservation projects. **E**

Perform feasibility studies to determine facility options cost and timelines to support District educational programs. **E**

Oversee daily departmental administrative activities to include answering official queries and public information act requests, development of external written communications, administrative work assignments, preparation and maintenance of narrative and statistical reports, and maintenance of electronic and hard copy files. **E**

Communicate and collaborate with District administrators and personnel, outside organizations, and contractors to coordinate activities and programs; resolve issues and conflicts and exchange information; and model District standards of ethics and professionalism. **E**

Communicate and collaborate with Dependent and Independent Charter schools, in partnership with the Director of Innovative Schools, to meet their housing needs. **E**

Develop and assist with Facility Use Agreements and Proposition 39 requests from Charter school leaders. **E**

Participate in District-wide initiatives and plans; coordinate staff planning and implementation of major capital bond initiatives to support District efforts to pass new capital bonds, oversee preparation of annual bond progress report, and periodic reports to the Board of Education. **E**

Manage the collection, reporting, and allocation of developer fees, Mello-Roos, and redevelopment funds. **E**

Administer the Civic Center Act (Education Code 38131) authorizing a civic center at each public school facility and grounds; manage and direct the Civic Center Permits Office. **E**

Assist in the formulation and development of policies, procedures, and programs to assure an economical, safe,

and efficient work environment; advise assigned supervisor of unusual trends or problems and recommend appropriate correction action. **E**

Develop and administer schedules and work assignments; coordinate and arrange for appropriate training of staff to accomplish specific results-based outcomes. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions. **E**

Lead and work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities. **E**

Perform related duties consistent with the scope of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from a four-year accredited college or university in a business or public administration, construction management, engineering, architecture or environmental related field and five years of progressively responsible management experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, and direction of facilities.
- Methods, used in the building maintenance trades.
- Building construction practices and laws governing the construction, maintenance, and repair of schools and public buildings.
- Proper methods of storing equipment, materials, and supplies.
- Budget preparation and control.
- Applicable state, county, and city laws, codes, regulations, policies, and procedures.
- District organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Appropriate safety precautions and procedures.
- Health and safety regulations.
- Operation of a computer and related software.
- Charter school laws and policies
- Civic Center Act
- Negotiations with leases, sales contracts.

ABILITY TO:

- Plan, and organize, a facilities project for a large school district. Prioritize and schedule work.
- Estimate materials and labor costs. Work independently with little direction. Maintain detailed records.
- Establish and maintain effective working relationships with others.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan, layout, manage, and control a maintenance work program involving diversified activities.
- Prepare comprehensive narrative and statistical reports.
- Train, supervise, and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Attend continuous professional development courses and conferences
- Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor work environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

SAMPLE HAZARDS:

Exposure to safety hazards routinely associated with construction sites and maintenance spaces is possible.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

(Former Classification: Director III, Facilities Maintenance and Resource Management; Director II, Facilities and Maintenance, and Director I, Capital Projects, Facilities, and Resource Management, Director II, Capital Projects, Facilities, and Resource Management)