



## COORDINATOR IV FACILITIES PLANNING

### DEFINITION:

Under the supervision of the Executive Director of Facilities and Construction, provides technical and administrative support services in connection with school site improvements, modification of facilities, and new construction projects. Coordinates and administers facilities planning activities related to new school construction, renovation of existing schools, relocatable classrooms, analyzes student enrollment projections to determine facility needs, and other support activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan, organize and direct the work of the Facilities Planning Department
- Prepare and oversee student enrollment projections to establish eligibility to participate in the State School Construction Program
- Prepare analysis and projections of facilities needs including results achieved in relation to annual and long-term facility plans
- Coordinates work with developers working within the District
- Advise and counsel District administrators on laws relating to planning, construction, and maintenance services
- Serve as a liaison between the Department of Education and other entities and integrate services of architects, legal counsel, and technical and financial consultant representatives as they affect facilities planning/construction activities and ensure that services are being adequately provided
- Represent the Department at various organizations and committee meetings
- Evaluate factual data for long-range facilities planning requirements
- Prepare original and amended applications and documentation for construction and renovation projects
- Prepare project budgets for new construction, modernization, relocatable classroom program
- Coordinate planning of modifications/additions to new construction, modernization, and relocatable classroom program
- Prepare financial/budget analysis and reports as required or requested
- Prepare oral and written materials and reports from researched material, providing information and recommendations relative to the Facilities Planning Department, including reports to the Board of Education, and conduct follow-up activities as necessary for facilities planning/projects
- Negotiate, review, and analyze contracts for real property
- Research and apply federal, state and local policies, materials, opinions, and trends regarding planning matters
- Utilize a variety of advisory data information including budgets, architectural/construction plans and specifications, State/City general plan and zoning ordinances, federal and state environmental guidelines, and boundary maps
- Analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives
- Perform and interpret statistical calculations
- Assist in managing construction projects; oversee appropriate documentation and materials from implementation to completion
- Prepare Request for Proposals and review, analyze, negotiate, and recommend contracts for professional services
- Direct, manage, and coordinate professional services of consultants
- Organize and coordinate appropriate staff development activities to ensure proper training, certification(s) and equipment needs are provided
- Supervise, develop, and evaluate assigned staff
- Direct, oversee and participate in the development of the office work plan, assign work activities, projects and programs, monitor workflow, develop and implement policies and procedures, review and evaluate systems, methods and procedures

- In the absence of the Executive Director of Facilities and Construction, has responsibility for coordination and general direction of other Facilities Planning operations (as may be assigned)
- Evaluate department services to determine efficiency and effectiveness in meeting goals and objectives
- Attend conferences and meetings for the purpose of maintaining professional knowledge, and to represent the District
- Perform related duties and responsibilities as required

## QUALIFICATIONS

### Knowledge of

- State Allocation Board programs and forms
- Applicable sections of California Education Code and California Administrative Code, Title V
- Appraisal information and procedures
- Escrow procedures and authorization
- Long range facilities planning requirements
- Local government operations
- Planning information sources and research techniques
- Project management techniques
- Basic principles and practices of accounting, budgeting and financial management
- Project budgets, scheduling, and contract management programs
- Public Contract Code and Division of State Architect process

### Ability to

- Manage and coordinate the work of supervisory, professional, and technical personnel.
- Select, supervise, train and evaluate staff
- Interpret and explain Facilities Planning Department policies and procedures
- Interpret and explain School Facilities Planning policies and procedures
- Develop complex plans and procedures
- Forecast enrollment trends
- Budget project (soft and hard) costs
- Prepare clear and concise reports
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discrimination and perception needed for making observations; communicating with others; reading and writing; and operating assigned equipment
- Maintain mental capacity that provides the ability to make sound decisions and demonstrates intellectual capabilities
- Operate a computer, calculator, telephone, printer, and copy machine
- Deal with and solve problems involving multiple variables
- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Communicate effectively and provide information in concise and understandable verbal and written forms
- Work cooperatively and effectively with other District departments, developers, contractors, architects, attorneys, and others in the course of performing the work
- Use functional reasoning in performing influence functions such as leading, teaching, and advising
- Exercise judgment and creative problem-solving when dealing with difficult situations rather than relying on sensory and/or judgmental responses
- Give presentations and effectively speak in front of groups

### Education, Experience, and Training

Any combination of education, experience, and training that would likely provide the required knowledge may qualify. A typical way to meet the minimum qualifications would be:

- Three (3) years of increasingly responsible facilities planning experience
- Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in engineering, architecture, public administration or related field

#### Means of Transportation

- Possess and maintain a valid California Driver's License (Class "C")
- Capable of traveling to various sites within a reasonable timeframe using the employee's personal vehicle

#### PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to:

- Frequently stand, walk, sit, talk, and hear
- Regularly use hand to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- Manual dexterity and related physical abilities to handle items
- Frequently use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Occasionally exert 25 pounds of force, to carry, push, pull, or otherwise move objects
- Extended periods of time walking or standing
- Manual dexterity and related physical abilities to handle items

#### WORK ENVIRONMENT

##### Office

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, employee will encounter the following:

- Extended periods of time sitting
- Extended periods of time working on keyboard and viewing computer monitor(s)
- Noise level in this work environment is usually low

##### Construction Site

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, employee will encounter the following:

- Occasional walks through an active construction zone wearing Personal Protection Equipment which includes a hard hat, safety vest, hard sole shoes, and may require safety glasses and/or ear protection
- Occasional time working outside under varying weather conditions including wet and humid conditions, extreme cold and extreme heat
- Occasional walks alongside moving mechanical parts, equipment, and machinery
- Occasional exposure to fumes or airborne particles, toxic and caustic chemicals.
- Occasional risk of electrical shock, and vibration
- Noise level is usually moderate with occasional exposure to very loud but transient noise levels

Revised: 06/2021