

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Director, Facilities Management and Planning	REPORTS TO:	Assigned Assistant Superintendent
DEPARTMENT:	Facilities Planning	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-29/Management Salary Schedule

(Former Classification: Facilities/Planning Executive Director)

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students through the effective management of assigned area(s); plan, organize, control and direct the Facilities Planning activities of the District to provide timely delivery of high quality services; develop and maintain long-term Facilities Master Plan; compile, analyze and prepare multi-year projections of student populations in relation to school facilities; analyze and make recommendations regarding future facility needs and configurations, adjustments in school boundaries and loading and facility revenue generation; plan and act as the District representative in the acquisition of property and act as the District's liaison with local governmental agencies on issues of facilities planning; facilitate community committees; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Persons employed in this position 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 principal job elements.)

Plan, organize, control and direct a variety of projects and activities related to Facilities Management and Planning in support of providing students access to a variety of high quality learning options and a safe, learning environment. **E**

Prepare, analyze and update District Facilities Master Plan to ensure accuracy of information for critical decision making which impacts the students, staff and sites. **E**

Develop grade level enrollment projections for school boundaries and loading. **E**

Develop and manage databases for enrollment statistics, projections, facility capacity and inventory to appropriately allocate resources toward identified goals. **E**

Manage the collection, reporting, and allocation of Developer Fees. **E**

Prepare, maintain, and revise school attendance area maps. **E**

Manage facility related environmental compliance and California Environmental Quality Act. **E**

Develop and manage property acquisition and eminent domain; develop funding recommendations and procedures for delivering school construction projects. **E**

Act as liaison and make presentations to the community and government agencies with regards to student density, school loading, boundary changes, and school configurations and constructions; attend and conduct a variety of meetings as assigned. **E**

Administer Civic Center Act. **E**

Provide clear work direction to project management staff in Facilities Management and Planning to ensure smooth and efficient delivery of high quality services that comply with laws, policies and regulation to meet the needs of the District. **E**

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business, public administration, architecture or related field and five years increasingly responsible supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

City, county, State and federal laws, rules and regulations, and policies of the District that affect property acquisition and development or reconfiguration of school sites.
Operation of a computer to enter data, maintain records and generate reports
Research methods and accurate record-keeping and report preparation techniques.
Construction management methods, budget preparation and controls.
Terms, procedures and practices in school facility planning.
City redevelopment and zoning policies, procedures, and regulations.
Principles of facilities planning related to traffic flow, economy of maintenance, growth and adaptability to multi-functional usage
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills
Operation of a computer to enter data, maintain records and generate reports.
Labor Relations law and employee contracts.
Applicable sections of the State Education Code and other applicable laws.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize, control and direct a variety of projects and activities related to Facilities Planning for a large school district.
Analyze and interpret legislation affecting development of new and existing schools
Collect, classify, analyze, interpret and explain statistical data
Prepare clear concise reports and other documents and make recommendations.
Make effective oral presentations.
Prepare critical path schedules.
Manage capital improvement project budgets within established guidelines.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Communicate, understand and follow both oral and written directions.
Train, supervise and evaluate personnel.
Prioritize and schedule work to meet timelines.
Work collaboratively and build positive relationships with a diverse group of stakeholders.
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).
Analyze situations accurately and adopt an effective course of action.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment; driving a vehicle to conduct work; working around equipment and hazards at construction sites; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; walking over rough or uneven surfaces at construction sites; seeing to assess property and prepare reports; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files; dexterity to operate a computer and other office equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions

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