

SUPERVISOR, FACILITIES PLANNING

Other Department Activities

- Evaluate, collect and organize data for long range facilities planning requirements.
- Evaluates special facilities needs related to educational programs or unusual school issues, traffic flow, future growth possibilities and general master site planning.
- Maintain close liaison with State and local agencies regarding most current policy and procedural changes and their impact on District projects.
- Develop reports from researched material, providing information and recommendations relative to the Facilities Planning departments work, including reports to the Board of Education.
- Work with City, County Planning agencies and developers to insure that adequate future school facilities are provided for in a general and specific community plans.
- Prepare periodic evaluations of consultants and advise leadership when consultants are not performing to the expectations and requirements of their agreements.
- Develop new, review and edit existing department policies, procedures and best practices as required.
- Attends inter-district departmental meetings to coordinate projects with various stakeholders; with regard to scope, budgets and schedule.
- Assist with creating and reviewing requests for qualifications of r consultant pools or specific bids.

QUALIFICATIONS GUIDE

Knowledge of:

- assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate and
- categorize data.
- Communicate orally and in writing with District personnel, engineers, inspectors, attorneys, developers, homeowners, business owners/operators, other agency personnel.
- Travel to various sites within a reasonable timeframe using the employee's personal vehicle and/or district vehicle.

EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in Planning, or previous experience in facilities planning and participation in a recognized Facilities Planning Certificate Program or any combination of training and experience that could likely provide the desired knowledge and abilities.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License

PHYSICAL DEMANDS:

The physical demands described here 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.

- 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 50pounds of force, to carry, push, pull, or otherwise move objects.
- Ascend and descend ladders, stairs, scaffolding, and ramps.
- Extended periods of time walking or standing.
- Manual dexterity and related physical abilities to handle items.
- Extended periods of time sitting.
- Extended periods of time working on keyboard and viewing com