

ASSISTANT DIRECTOR 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 and other support activities.

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

- 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
- Evaluate factual data for long-range facilities planning
- Prepare original and amended applications for the Facilities Planning Board of Education, and conduct follow-up activities as required
- Negotiate, review, and analyze contracts for real property
- Research and apply federal, state and local policies, maps and planning matters
- Utilize a variety of advisory data information including zoning and specifications, State/City general plan and zoning guidelines, and boundary maps
- Analyze data and information using established criteria to identify and select alternatives
- Perform and interpret statistical calculations
- Assist in managing construction projects; oversee application implementation to completion
- Prepare Request for Proposals and review, analyze, negotiate professional services
- Direct, manage, and coordinate professional services contracts
- Organize and coordinate appropriate staff development and certification(s) and equipment needs are provided
- Supervise, develop, and evaluate assigned staff
- Perform related duties and responsibilities as required

QUALIFICATIONS GUIDE:

KNOWLEDGE OF:

