

JOB DESCRIPTION
San Diego County Office of Education

Coordinator, School Facilities Planning

Purpose Statement

The job of Coordinator, School Facilities Planning is done for the purpose/s of providing facilities related support to County School Districts by: managing the full cycle of school planning and construction including, but not limited to: coordinating attendance area boundary studies; managing creation of Capital Improvement Plans; site selection and acquisition; planning, design, procurement and construction of school facility projects; procuring and managing all professionals needed such as architects, engineers, special labs, inspection and contractors; overseeing design, procurement and construction processes for construction projects; managing the use of facilities; acquiring the necessary revenues to support district facility modifications; complying with local, state, and federal facility requirements; acquiring and/or providing accurate information; ensuring proper allocation of expenditures and revenues; and provides facilities counsel to district Board, superintendent, business officer and facilities and maintenance staff.

Essential Functions

- Analyzes data (e.g. demographics, project budgets, etc.) for the purpose of providing recommendations and approval of school sites, planning, design and construction of school facilities.
- Communicates with districts' administrators, personnel and outside organizations for the purpose of decision-making, coordinating activities, resolving issues and conflicts and exchanging information.
- Coordinates technical consultants and contractors (e.g. inspectors, contractors, architects, engineers, technology specialists, permitting activities, mandated reports, etc.) for the purpose of ensuring that all phases of construction project are completed within budget and specifications and with minimal interruption to site personnel.
- Develops educational specifications, policies and procedures, project scopes, specifications, etc. (e.g. facility planning, financing strategies, making complex presentations to boards of education, etc.) for the purpose of providing data relevant to the approval, acquisition, planning, design and construction of school facilities.
- Forecasts enrollment and facility requirements for the purpose of providing information and budgets for the facilities improvements and related activities.
- Maintains manual and electronic documents, files and records (e.g. specifications, contracts, archival information, etc.) for the purpose of providing up-to-date reference materials and to meet audit requirements.
- Makes decisions on behalf of the district and the project for the purpose of serves as the representative of the Joint Powers Authority and a direct representative of the district, and has the burden of providing decisions and direction that can make or break funding, construction problems, etc.
- Manages a wide variety of programs (e.g. redistricting, coordination with outside vendors, obtaining permits, special initiatives, etc.) for the purpose of ensuring districts compliance with established guidelines.
- Participates in meetings, workshops and seminars as assigned (e.g. regulatory, legislative, and technical information, etc.) for the purpose of conveying information to Districts and/or gathering information required to perform functions.

- Prepares written materials (e.g. operational budgets, bid specifications, contracts, correspondence, memos, project schedules, etc.) for the purpose of documenting activities, providing written reference and/or conveying information related to construction project/s.
- Presents to a variety of groups (e.g. Board of Education, subcommittees, funding agencies, district staff, community groups, etc.) for the purpose of providing information, making recommendations and/or ensuring compliance with established guidelines.
- Researches a variety of information (e.g. new regulations, new technology, best practices, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to inquiries (e.g. District staff, local inspectors, contractors, architects, the public, etc.) for the purpose of making decisions, providing required information and/or referring to appropriate source.
- Serves as program or project manager between the districts and architects/contractors for the purpose of delivering the required program or project.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups; preparing and maintaining accurate records; and planning and managing projects; analyzing budgets; classifying data and/or information; conducting meetings.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; local government administration and budgeting; Geographic Information Systems applications; and pertinent computer software applications; accounting practices; business telephone etiquette; concepts of grammar and punctuation; knowledge of community resources; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals; principles of negotiation/arbitration; school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working under time constraints; communicating with diverse groups.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Drug Test
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 45

Personnel Commission Approved: October 19, 2016