

JOB DESCRIPTION
San Diego County Office of Education

School Facilities Planning Specialist

Purpose Statement

The job of School Facilities Planning Specialist is done for the purpose/s of serving as staff consultant to assigned school districts in areas related to school facilities planning, financing, construction, maintenance and operations, and other special programs.

Essential Functions

- Acts as district(s) or SDCSS's authorized agent for the purpose of representing the district(s) or SDCSS in dealings with state agency officials, architects, engineers, contractors, inspectors, testing labs and district personnel or other agencies regarding facility planning, financing, and construction matters.
- Administers contracts for professional and construction services and real property, including, requests for information, change orders, amendments, and other budget and project impacts for the purpose of providing dispute resolution support.
- Communicates and coordinates with all levels of internal staff and external agencies (e.g. school principals, plant/maintenance managers, directors of fiscal services, directors of information services, and other district staff, etc.) for the purpose of planning construction schedules and their impact and/or providing requested information.
- Coordinates the selection of technical consultants and construction contractors including architects, engineers, demographers, financial consultants for the purpose of serving as the primary point of contact directing the services they are contracted to provide.
- Implements facility planning maintenance and financing strategies (e.g. presentations to boards of education, applications for state funding, etc.) for the purpose of securing approval of recommended actions, required contracts and legal documents.
- Manages construction projects and related activities (e.g. preparation and oversight of all budgets, expenditures, services, documentation, schedules and materials needed, planning, contracting, design management, budget and cost controls, weekly jobsite meetings, etc.) for the purpose of ensuring project closeout for timely completion.
- Participates in meetings, professional learning, presentations, workshops and conferences for the purpose of representing the department with conveying and/or gathering information required to perform job functions.
- Plans, organizes and coordinates construction, alteration to and relocation of school facilities for the purpose of providing project oversight and direction to consultants and contractors.
- Prepares a wide variety of written materials and electronic information related to school facilities construction, maintenance and operations (e.g. demographic studies, district surveys, long-range planning studies, needs analysis, legislative summaries, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Researches and interprets the application of state and Federal laws, regulations, and established policies for the purpose of maintaining current knowledge of technological advances, applicable legislation, trends, and reporting requirements.

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 potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records; analyzing budgets; analyzing data; auditing financial reports; classifying data and/or information; using pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing; business telephone etiquette; cost/fund accounting; codes/laws/rules/regulations/policies; keyboarding; office application software; and architectural and construction management methods and techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize 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 limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities; accuracy and attention to detail; communicating with diverse groups; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units may be 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: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience is required.

Education Bachelors degree in job-related area.

Equivalency **Education:**

Any combination of experience and education that would likely provide the required knowledge and abilities equivalent to a bachelor's degree or higher in architecture, engineering, business, public or educational administration, planning or construction, or a closely related field.

Experience:

Three years of direct experience in school planning, design and construction in California.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 38

Personnel Commission Approved: October 19, 2016