

Sacramento County Office of Education Job Description

Classification Title: Director II, Facilities Development

DEFINITION

Under general direction, provides planning and administrative services in facility planning, construction and modernization projects, deferred maintenance projects, loss control, insurance compliance, safety programs, and environmental management and sustainability programs; coordinates and plans major repair and modification of buildings; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Deputy Superintendent

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Facilities, Building and Modernization Management

Plans, organizes, supervises, coordinates, and implements the functions of building and modernizing county office owned or rented facilities; provides technical expertise regarding assigned functions; directs site and facility acquisition functions; administers environmental management programs including indoor air quality, integrated pest management, hazardous material management and disposal, and storm water protection; conducts routine and periodic inspections of county office sites and buildings; serves as liaison between county office and state and local planning, regulatory, and governmental agencies; coordinates the selection, monitoring, and supervision of services provided by facility program professionals; develop procedures to comply with laws and regulations; develops and implements long and short-term plans and activities; complies with state requirements regarding reporting of deferred maintenance plan, school facility programs, facility funding, and other reporting requirements; directs the coordination and administration of facility use agreements between the county office and other agencies; monitors building compliance with Americans with Disabilities Act (ADA) requirements; performs energy conservation feasibility analysis; implements improvements that result in energy and operational savings; researches and identifies environmental sustainability resources; reviews legislation to assure agency compliance with laws and procedures and make recommendations on changes; communicates with other administrators, staff, and contractors to coordinate building and modernization activities, resolve issues and exchange information; prepares and/or reviews estimates of job costs; reviews estimates with actual costs of completed work; researches and coordinates preparation of bids, contracts, and related documents; monitors and expedites project timeline information; makes presentations as necessary regarding building and modernization plans, projects, and needs; attends meetings and workshops as necessary;

Loss Control

Plans, organizes, and directs activities related to property and liability, loss control, and the maintenance of insurance programs; coordinates and oversees response to property and liability claims; compiles and analyzes related information, audits and makes adjustments to claim files as needed; provides risk management consultation to administrators, staff, and outside agencies concerning property and liability; prepares and develops loss reports; plans strategies to minimize risk, liability and costs by projecting potential losses and determining response to identified risk; manages safety and accident prevention programs for identification, correction, and control of safety plans and issues; complies with requirements regarding reporting of insurance compliance.

Administrative Management and Grant Writing

Supervises and evaluates the performance of staff; interviews and selects employees; develops and pre-

prepares the annual budget for program; analyzes and reviews budgetary data; monitors and authorizes expenditures in accordance with established guidelines; prepares and maintains a variety of narrative and statistical reports, records and files. Researches funding and resource availability and develops strategies to access increased funding for programs and facilities; prepares and submits applications for State Facilities Funding Program; prepares comprehensive reports, grant proposals, presentations and studies; writes grant proposals in proper technical form containing descriptive, analytical, and evaluative content including statistical findings, conclusions and forecasts; submits grant proposals in accordance with established timelines, goals and objectives of the county office; advises administrators regarding grant eligibility and fund development.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience equivalent to a bachelor's degree in business administration, public administration, or related field, with significant supervisory experience related to managing large scale public agency operations and facilities.

Knowledge of:

General construction, maintenance, and operations functions; loss control programs; building construction practices and laws governing the maintenance and repair, building and modernization of schools and public buildings; applicable laws, codes and regulations related to fire, safety, and maintenance operations; county office operations, policies, and objectives; technical writing and data presentation; applicable provisions of the California Education Code; principles of contract law, budgeting, cost analysis and accounting; principles of project scheduling and management.

Skill and Ability to:

Plan, schedule and assign a variety of activities and projects; train, supervise, and evaluate personnel; communicate effectively both orally and in writing in both technical and non-technical terms; meet schedules and timelines; develop measurable goals and objectives; interpret policies, regulations, contracts, state and federal laws, and accurately explain to others; maintain detailed records and prepare reports; operate a computer and standard software applications; establish and maintain cooperative and effective working relationships with staff and outside agencies; work independently with little direction.

Revisions approved by Personnel Commission 6/12/12
Previous title: Director II, Support Operations
Approved by Personnel Commission 7/2004