

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CHIEF FACILITIES OFFICER**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent for Business Services and Facilities, responsible for the planning, organization, coordination and implementation of the school housing and facility program; including the design, financing, and construction of new school buildings and various district facilities, and the repair, maintenance, alteration, reconstruction, modernization and relocation of existing school buildings and various district facilities. Provides vision and leadership for the Department and fiscal and operational oversight for capital construction projects funded by all capital sources. Responsible for meeting the highest standards of school facilities planning, design, and construction to meet educational standards and needs of the District's students and teachers.

#### **ESSENTIAL FUNCTIONS:**

Develop and update the planning data base for schools and district facilities to include student enrollments, construction rates, student yield factors, address grid systems, building data, district maps and school boundaries.

Develop and update short and long range projections for student enrollments and residential, commercial and industrial construction rates.

Develop and update the short and long range master plans for new and existing sites, schools and district facilities.

Develop and update financial plans and funding sources in support of the short and long range facility master plans.

Prepare and submit applications and plans for state funds and grants, city funds, county funds, impact fees, developer fees, bond funds and other local funding sources.

Coordinate the review and approval of all funding applications with the funding agency and interested or affected organizations.

Administer the receipt, collection, disbursement, accounting and financial reporting of all funds received from agencies, fees, sale of bonds and local funding sources in support of the facility program.

Coordinate the preparation of plans from the developed educational, performance and equipment specifications for schools and district facilities.

Develop and update timelines for the acquisition and construction of new facilities and the repair, reconstruction or relocation of existing facilities.

Coordinate, negotiate, implement and supervise the sale, disposal, trade or acquisition of district easements, leases, agreements, sites and facilities.

Coordinate, implement and supervise the construction of new schools and district facilities and the repair, maintenance, reconstruction and relocation of existing schools and district facilities.

Coordinate the selection, monitoring and supervision of services provided by architects, engineers, consultants, contractors, attorneys, bond counsels, financial advisors, bond underwriters, inspectors and other professional service agencies used in support of the facilities program.

Prepare and present periodic or special facility housing and financial reports to the public, funding agencies, Board of Education, Superintendent's Cabinet, Management Team, school sites and community groups.

Responsible for the administration of the District's Energy Conservation Program.

Remain abreast of current issues, developments, and innovations in the field by reading current literature, attending professional association meetings and conferences, and by networking and collaborating with others in the field.

Provides technical expertise and information to the Deputy Superintendent of Business Services.

Advise the Deputy Superintendent of Business Services and Facilities of unusual trends or forecasted impediments; recommend appropriate corrective action(s).

Attend and participate in meetings with Board of Education, Superintendent's Cabinet, staff, state agencies, city, county, and community organizations as required.

Responsible for the development and proper maintenance of Division related Board policies

Prepare timely and concise reports and recommendations for the Deputy Superintendent of Business Services and Facilities, Superintendent, Cabinet, and Board of Education.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Education code, government code, public contract code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts.

Principles and practices of modern management.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Maintain a valid California Class C Driver's license.
- Respond quickly in emergency situations.
- Prepare and submit reports and other documents.
- Attend and participate in meetings.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations.
- See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's degree from a four-year accredited college or university in business or public administration, construction management, engineering, architecture or related field along with 5 years of progressively responsible management experience. Any other combination of training and experience that demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and outdoor work environment.

**BOARD APPROVED:** June 28, 2016