

ELK GROVE UNIFIED SCHOOL DISTRICT**CLASS TITLE: DIRECTOR-DEVELOPMENT****BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Facilities and Planning, organize, control and direct the acquisition of local, state and federal funding for facilities; facilitate the selection, purchase and development of District properties; coordinate architectural selection; facilitate the preparation of development agreements for infrastructure; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Organize, control and direct the review of facility funding proposals; assure required permits, appraisals, rentals and leases are acquired by the District; prepare grant applications and submit to appropriate funding sources; facilitate necessary variances, easements and encroachments; and establish essential relations with various regulatory and governmental agencies.

Facilitate the selection, purchase and development of District properties.

Coordinate architectural selection and preparation of agreements.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding the funding of District facilities and school sites; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action. Prepare data, support materials and applications for state and federal school facilities funding.

Coordinate local efforts in the planning and development of local funding plans including fees, taxes, bond and sale or lease of District properties.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate the development of District properties, resolve issues and conflicts and exchange information; serve as a liaison between the District and state and federal, regulatory and governmental agencies. As necessary, testify before regulatory and governmental agencies.

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Prepare preliminary project budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Occasionally facilitate the planning of District projects.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Organization and direction of planning of District facilities and school sites.

Planning functions of City, County and State agencies.

Cost estimates and specifications.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize, control and direct the funding of District facilities and school sites.

Facilitate the selection, purchase and development of District properties.

Coordinate architectural selection.

Supervise the performance of assigned personnel.

Communicate effectively, both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Walk during site visits.

Climb ladders to inspect construction sites.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in urban planning, engineering or related field. Three to five years increasingly responsible experience in planning and/or construction activities preferred. Additional responsible experience in a school district planning office may be substituted for educational or work experience requirement.

LICENSES AND OTHER REQUIREMENTS

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment

Driving a vehicle to conduct work.

HAZARDS

Working at heights.