

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR-PLANNING**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Facilities and Planning, organize, control and direct the planning of District facilities and school sites; plan and oversee the selection, purchase and development of District properties; coordinate and monitor architectural selection, planning and design; train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Organize, control and direct the planning of District facilities and school sites; review facility proposals and coordinate facility use; assure required permits, appraisals, rentals and leases are acquired by the District; prepare grant applications and submit to appropriate funding resources; facilitate necessary variances, easements and encroachments.

Plan and oversee the selection, purchase and development of District properties; conduct job visits and field surveys to monitor progress.

Coordinate and monitor architectural selection, planning and design; direct and coordinate the preparation and maintenance of the District Facilities Master Plan; compile related demographic, facility and educational data.

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 planning 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.

Plan, organize and implement long and short-term programs and activities designed to enhance District programs and services.

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

Communicate with other administrators, personnel and outside organizations to coordinate the planning and construction of District properties, resolve issues and conflicts and exchange information; serve as a liaison between the District and State and federal planning, regulatory and governmental agencies.

Prepare preliminary project budgets; analyze and review budgetary and financial data; control and authorize

expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle 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 District facilities and school sites.

Planning functions of City, County and State agencies.

Construction methods, building codes and standards.

Cost estimates and specifications.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, 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 planning of District facilities and school sites.

Plan and oversee the selection, purchase and development of District properties.

Coordinate and monitor architectural selection, planning and design.

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 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.

Seeing to read a variety of materials.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.  
See to read a variety of materials.  
Climb ladders to inspect construction sites.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in public administration, architecture, engineering, construction management or related field and five years increasingly responsible experience in the administration of planning construction projects.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**HAZARDS:**

Working at heights.