

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER -PLANNING

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Facilities and Planning or designee, coordinate and develop short and long-range master plans for school housing facilities; develop, coordinate, implement and monitor school construction projects and tax and bond programs; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Coordinate and develop short and long-range master plans for school housing facilities.

Prepare data and other support materials for Mello-Roos Community Facilities District and general Obligation Bond elections.

Prepare and monitor the tax report for the annual levy of the Mello-Roos tax; review tax report inquiries and coordinate the resolution of related disputes.

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

Prepare and coordinate the environmental impact review for District projects and prepare input and response on behalf of the District as appropriate.

Assist with the preparation of data, support materials and project applications for the State School Building Program.

Prepare and coordinate the justification for the collection of developer fees.

Develop the project of student enrollments and residential housing trends for income, staffing and student housing; develop, test and analyze enrollment project methods to incorporate information on housing starts, child bearing females, birth rates, transit rates, work generation factors, ethnicity factors, regular and special census, and other pertinent factors.

Prepare and analyze demographic information to establish new school attendance area boundaries.

Monitor residential subdivision activities affecting the District; recommend the selection of school sites.

Develop, implement and monitor the student location system.

Assist with the preparation of conceptual design, design specifications and cost estimates for school construction, modifications and renovation projects.

Testify on behalf of District before local and State planning, regulating and governmental agencies.

Provide technical expertise, information and assistance to the administrator regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

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; represent the District at meetings regarding school housing planning matters.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of facilities and planning functions.

Projection methods for births, population, housing, and enrollment trends.

Research techniques and procedures.

Construction industry practices and procedures, including cost estimating, project scheduling and project management.

Applicable laws, codes, rules and regulations.

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:

Coordinate and develop short and long-range master plans for school housing facilities.

Develop, coordinate, implement and monitor school construction projects and tax and bond programs.

Train and supervise the performance of assigned personnel.

Present data graphically.

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 reports.
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.
Walk during site visits.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in urban planning, engineering or related field and five years increasingly responsible experience in facilities planning and construction activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.