

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM MANAGER–ENERGY AND FACILITY SECURITY

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Facilities and Planning, plan, organize and monitor the development and implementation of District energy and security management strategies; provide cost savings to the district by developing energy consumption and unit-cost reduction strategies and specifications; coordinate and implement enhanced security strategies, specifications and surveillance of District properties; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and monitor the development and implementation of District energy and security management strategies; monitor the progress of emerging District technologies.

Provide cost savings to the District by developing energy consumption and unit-cost reduction strategies and specifications; assess energy demand and adjust strategies accordingly; provide recommendations for modification of District energy policies and procedures based on prevailing codes, feasibility, maintenance requirements, cost-effectiveness and health care and safety needs.

Coordinate and implement enhanced security strategies, specifications and surveillance of District properties; assess security needs and respond accordingly; provide security plan recommendations based on prevailing codes, feasibility, cost-effectiveness, privacy and protection of personnel and property.

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

Analyze utility information and identify trends in usage and demand; develop projections of District utility resource needs and options for meeting current and future needs with cost-effectiveness; analyze rate schedules and modify as appropriate; coordinate the purchase of power in bulk; conduct energy purchase negotiations; prepare, review and evaluate related bid and quotation requests.

Enhance school security by analyzing and responding to security information and trends in new technology; prepare, review and evaluate bid and quotation requests for District security system projects.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested; provide input and analysis for the selection of new building construction design and equipment.

Prepare and maintain a variety of reports, records, proposals 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.

Develop and prepare the annual preliminary budget for the Department; control and authorize expenditures in accordance with established limitations; locate and solicit financing from various outside organizations.

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:

Planning and organization of energy and security management plans.

Principles of energy conservation and security technology.

Cost-effective strategies for improving District energy consumption and security.

Principles and techniques of analyzing energy and security operations.

Design and specification techniques for technologies and devices.

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:

Plan, organize and monitor the development and implementation of District energy and security management strategies.

Provide cost savings to the district by developing energy consumption and unit-cost reduction strategies and specifications.

Coordinate and implement enhanced security strategies, specifications and surveillance of District properties.

Train and supervise the performance of assigned personnel.

Analyze security and energy information, trends and technology.

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.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in business administration or related field and three years increasingly responsible experience managing cost-effective programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.