

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Coordinator, Operations and Facility Planning

QUALIFICATIONS

EDUCATION: M.A. or M.S. in education, planning, business administration, public administration, or related field.

EXPERIENCE: Four or more years of teaching experience or related experience working in a school district. Knowledge of managing school facilities planning, development or construction. Knowledge of California public school construction practices and procedures.

PERSONAL QUALIFICATIONS: Ability to work and communicate clearly, effectively and professionally with school personnel and the public. Demonstrated leadership skills, ability to write succinctly and accurately.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Business Services, the Coordinator, Operations and Facility Planning will be responsible for the coordination of the school district's facility management program to ensure that the school district's current and future capacity is adequate to house school children in the most effective and efficient manner. This position requires a commitment to flexible, irregular hours (nights, weekends, holidays), as needed.

Special emphasis shall be to serve as a district representative to local, state and federal governmental agencies and as a liaison between the district and community groups impacted by development and/or new school construction, attendance area changes, land acquisition, and Citizens' Oversight committees. The Coordinator shall pursue and research funding sources and direct the development of applications to the State and other agencies to obtain funding for capital facilities purposes.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, successful job performance will be demonstrated by satisfactory completion of the following duties and responsibilities:

1. The long-range facilities plan will be effectively developed and implemented to reflect changing enrollments.
2. Compliance with federal, state and local laws, codes, rules and regulations related to facility planning, development and real estate acquisition will be monitored and assured.
3. Budgets for school construction and modernization projects, multi-year cost projections, periodic budgetary reports for oversight committee and board reports in accordance with public reporting requirements will be developed or prepared in a timely and comprehensive manner.
4. The collection of school facility fees for residential and commercial construction, and preparation of related reports in accordance with public reporting requirements will be effectively monitored and supervised.

5. In conjunction with Assistant Superintendent, Business Services, recommendations regarding the acquisition of property for school and support sites will be appropriately researched, developed and evaluated.
6. In conjunction with Assistant Superintendent, Business Services, all budgets in related areas of school projects will be capably overseen.
7. The school district's facility management program will be capably coordinated in the most effective and efficient manner to ensure that the school district's current and future capacity is adequate to house school children in the most effective and efficient manner.
8. The role of liaison with community groups affected by school construction, renovation, and attendance boundary changes will be effectively fulfilled.
9. Along with the Assistant Superintendent, Business Services, the role of district representative with local, state and federal governmental agencies related to new school construction, attendance area changes, land acquisition, and Citizens' Oversight committees will be effectively fulfilled.
10. Responses to environmental impact assessments and reports prepared by developers, builders and governmental agencies will be timely and comprehensive.
11. Consistent communication and positive working relationships with appropriate local, county, and state agencies will be maintained.
12. As needed, the role of liaison with redevelopment agencies or their successor agencies will be effectively fulfilled.
13. Pertinent developments, major events, changes in legislation, and potential legal problems in the area of facilities, planning and construction will be regularly communicated to the supervisor, administration and Board of Education.
14. Regular communication to local governmental agencies, especially in the cities of Redlands, Loma Linda, Highland, San Bernardino, and the County of San Bernardino will be effectively maintained.
15. The development of Board Policies and Administrative Regulations pertaining to facilities planning and district school construction standards and related matters will be successfully completed.
16. A high level of awareness, accurate interpretation and compliance of all laws, regulations, statutes, rules and policies affecting the district in the area of school construction, and facility planning and development will be maintained.
17. The direction, coordination, and evaluation of efforts to obtain outside resources through federal, state, local and private funding sources for planning and school construction will be successfully rendered.
18. The preparation and presentation of reports related to areas falling under job responsibilities will be completed in a professional and timely manner.
19. The oversight of the Facility Use Agreement process, ensuring all of the district's interests are addressed, and appropriate fees are charged and collected, will be effectively provided.
20. Assigned staff will be appropriately supervised and evaluated.

21. Timely and effective communication regarding incidents and/or situations that might impact the district, its divisions or its schools will be provided.
22. Annual goals, objectives, and indicators of job attainment will be established in a thorough and realistic manner.
23. As appropriate, physical plant emergencies will be responded to timely and effectively.
24. As assigned, Coordinator will effectively assist in the support of projects and responsibilities in reaching the goals pertaining to the Local Control Accountability Plan's (LCAP) Safe and Clean Schools.
25. As assigned, Coordinator will effectively assist in the support of projects and responsibilities related to adequate facilities in compliance with the William's Act.
26. Assistance in the design and implementation of district projects will be effectively coordinated and developed.
27. Other duties assigned by the supervisor will be effectively accomplished.

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