

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, Facilities, Planning & Operations	REPORTS:	Superintendent
DEPARTMENT:	Facilities, Planning & Operations	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	May 18, 2000	SALARY:	Range 12

BASIC FUNCTION:

Under the direction of the Superintendent and Associate Superintendent of Business Services, plans, organizes, manages, and directs all aspects of the District's facilities, planning, and operations, providing leadership to District personnel, with specific responsibility for the planning, development, implementation, assessment, and improvement of facilities, planning, and operations in the District, and complying with federal and state laws, and District regulations, policies, and procedures.

REPRESENTATIVE DUTIES:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principle job elements.

E = Essential Functions

Provides leadership and direction in the identification and interpretation of needs and the establishment of priorities related to facilities, planning, and operations (facilities, planning, maintenance, operations and construction, transportation, and purchasing and warehouse); initiates and assists in coordinating the planning, development and implementation of programs and activities designed to meet such needs and priorities. **(E)**

Plans, organizes, and directs facilities, planning, and operations design and programs, delivery systems, strategies and techniques for achieving optimal educational results. **(E)**

Coordinates those staff development programs with District and school site staff which relate to the implementation of facilities, planning, and operations priorities. **(E)**

Works collaboratively with the District's management team and other administrators to ensure the coordination, alignment, and articulation of a comprehensive educational services/instructional program pre-K-12 that meets the needs of the diverse student population of the District. **(E)**

Works collaboratively with the Associate Superintendent of Business Services in planning, developing, and implementing the district's bond program. **(E)**

Develops, coordinates, and integrates the long- and short-range planning operations of the District in conjunction with all affected local, county, and state agencies (including private development), to accommodate District growth in an efficient and effective manner. (E)

Prepares and coordinates the District Facilities Master Plan. (E)

Makes recommendations regarding facility utilization and new site acquisition, and acts as a liaison between the District and community groups affected by new school construction. (E)

Works closely with architects to ensure cost effective construction. (E)

Acts as District liaison with local, county and state agencies involved in the building program; serves as the District's representative in obtaining funds for new construction. (E)

Actively manages the District building deferred maintenance program. (E)

Manages financial effectiveness of the District's facilities and planning organization. (E)

Prepares District-imposed fee projection budgets, and plans for growth accommodation projects. (E)

Maintains all documentation reflecting fees collected and agreements entered into by the District.

Assists all departments as requested in providing student growth projections, and developing and recommending changes in the District's attendance areas.

Prepares and maintains District facilities and building plans.

Prepares and presents necessary reports/studies on matters pertaining to the impact of growth to the administration, Board of Education, and other local, state, or federal boards, commissions, councils, and other interested community or commercial organizations. (E)

Maintains accurate knowledge of legislation related to school facilities and growth accommodation and assures that the Board of Education is kept aware of such matters.

Integrates the services of District architects, legal counsel, technical and financial consultants, agency building inspectors and contractor representatives as they affect District planning and facility development operations. (E)

Coordinates with legal counsel and be responsible for ensuring the proper legal documentation of developer agreements, mitigation agreements, and memorandums of understanding. (E)

Develops, implements, and manages the District's energy conservation program. (E)

Establishes a climate within the Division of Facilities, Planning & Operations that is conducive to appropriate conduct, performance, attitude, job satisfaction, and service orientation. (E)

Maintains an updated, current working knowledge of and provides the management team with assistance in the interpretation and application of statues and regulations which deal with the assigned areas of responsibility. (E)

Develops, evaluates, and makes recommendations to the Superintendent, regarding District policies as they pertain to the assigned areas of responsibility, and provides interpretation of District policies and procedures, ensuring compliance with all federal and state laws, regulations and policies. **(E)**

Follows a planned professional growth program, participates actively in local, state, and national professional associations/organizations; and studies local, state, and national guidelines for effective services.

Directs the development and approves the departmental budget for assigned areas of responsibility. **(E)**

Functions as a member of the District's management team, coordinates with other management personnel in the areas of assigned responsibility. **(E)**

Supervises and evaluates the performance of assigned staff, interviews and selects employees, and recommends transfers, reassignments, terminations, and disciplinary actions; plans, coordinates, and arranges for appropriate training of subordinates. **(E)**

Directs the preparation and maintenance of a variety of narrative and statistical reports (including state and federal reports as required), records, and files; prepares agendas and memos; and, maintains all documentation reflecting agreements entered into. **(E)**

Develops and implements long- and short-term plans and activities to ensure compliance with the District policies, education code, and state and federal regulations and laws in an efficient and effective manner. **(E)**

Assures accurate and timely dissemination of information. **(E)**

Serves on committees such as the District's management team and other committees as appropriate or assigned by immediate supervisor. **(E)**

Represents the District as a liaison in meeting with county/state/federal agencies, institutions, and committees that are related to areas of responsibility as assigned.

Represents the District, when so assigned in social, organizational, ceremonial, political, or other functions.

Keeps informed of current trends in theory and practices of assigned areas of responsibility, and other pertinent areas, such as federal, state and local laws and District regulations, policies, and procedures, and assures that administration is kept aware of such matters. **(E)**

Provides leadership and expertise in forming, guiding, and counseling District committees, groups, councils, and advisories for assigned areas of responsibility, providing leadership, support, and guidance to staff and members of the community to ensure thorough communication relative to the educational design and delivery process. Also ensures that community advisory groups have the opportunity to participate in the processes of assessment and evaluation of the Division of Facilities, Planning & Operations. **(E)**

Attends all Board of Education meetings. **(E)**

Perform all other related duties as may be assigned.

MINIMUM REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Bachelor's degree is required. Master's degree in management, planning, urban planning, construction management, or a related field is required. Doctoral degree in related field is preferred.

Completion of courses in school facilities, planning, and operations is desirable. A minimum of five (5) years of management experience in planning, construction, maintenance, business and/or other job related occupation is required. Experience working directly with public school districts is desirable. Demonstrated experience in the areas of urban planning, facility planning/development/construction, maintenance, transportation, purchasing and warehouse is desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Statistics and their use in future planning based on demographic data;
- Public agencies responsible for the planning and development of the local area;
- Relationship between federal, state, county, and city legislative boards, commissions, and councils as well as their respective planning objectives and programs;
- Legal and business management concepts necessary to enable the proper functioning of District staff, technical, and legal consultants and the various government and area building industry representatives;
- Philosophical, educational, fiscal, and legal aspects affecting facilities, planning, and operations;
- Governmental budgeting, accounting, purchasing, stores, insurance, and contracts.
- Research methods and report writing techniques;
- Audit and fiscal control procedures;
- District's educational and instructional objectives;
- District organization, operations, policies, and procedures;
- Technical aspects of field of specialty;
- Principles of organization, operation, and supervision;
- Principles, practices, trends, goals, and objectives of public education and assigned areas of responsibility;
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties;
- Budget preparation and control;
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities; and
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

ABILITY TO:

- Plan, organize, and administer a comprehensive facilities, planning, and operations program;
- Administer assigned budgets and allocate funds;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;
- Operate a computer terminal and audio-visual equipment;

- Operate computer applications for complex financial management and position control management;
- Communicate effectively, both orally and in writing;
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion;
- Coordinate and supervise the work of others;
- Analyze situations carefully and adopt an effective course of action;
- Interpret, apply, and explain administrative and board policies, laws, regulations, and collective bargaining agreements that pertain to assigned areas of responsibility;
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions;
- Work independently with minimum direction and supervision; work under pressure;
- Understand, analyze, and prepare comprehensive, narrative and statistical reports;
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties; and
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment and school sites;
- Occasional work site visitations;
- Extensive contact with representatives of the building industry;
- Demanding timelines;
- Subject to driving to a variety of locations to conduct work during day and evening hours;
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public; and
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel;
- Sitting for extended periods;
- Standing for extended periods;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of stepladders; and
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Some contact with toxic materials;
 - Some work at sites where hardhats are required;
 - Exposure to dirt and other materials around a work site;
 - Occasional work around large pieces of equipment having moving parts;
 - Extended viewing of computer monitor; and
 - Working around and with office equipment having moving parts.
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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Assistant Superintendent, Facilities, Planning & Operations and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: May 18, 2000
Revised: September 21, 2000
Revised: March 4, 2010
Revised: June 28, 2018