



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

AGENT: FACILITIES PLANNING

DEFINITION:

Under the direction and supervision of the Associate Superintendent, Business Services, the Agent: Facilities Planning is responsible for developing, organizing, and administering the planning, financing and construction activities for all District facilities and school sites.

ESSENTIAL DUTIES:

- Directs the planning and development of new school facilities as well as the remodeling, modernization, or additions to existing facilities.
- Coordinates and supervises the selection and acquisition of real property required for District facilities, including appraisals, surveys, negotiations and escrow.
- Develops and updates the district's long-range comprehensive master plan to reflect changing enrollment and demographic data, and necessary changes in facility plans.
- Determine planning policies, guidelines, priorities, and the scheduling and control of various major facility construction and modernization projects.
- Plan, organize, and direct the development of contract specifications, bid documents, and coordinate the public bid opening process.
- Integrates and administers the services of District architects, engineers, legal counsel, technical and financial consultants, inspectors, contractors and others involved in facilities planning and Development.
- Formulates and monitors budget allocations under the State School Facilities Program and the District's Capital Facilities Fund.
- Provides recommendations to the Board of Education and Administration on matters concerning facilities planning, development and construction financing alternatives.
- Administers the preparation of funding applications for projects in the State School Facilities Program.
- Serves as the District representative to the Office of Public School Construction, State Allocation Board, and Division of the State Architect, Department of Toxic Substances Control, and California Department of Education/School Facilities Planning Division.
- Serves as the District's representative to cities, counties, public and private utilities, and other agencies on matters involving District facilities, boundaries, and future development.
- Assists in developing annual and long-range growth projections recommending boundary adjustments, year-round implementation, and interim housing facilities.
- Works with other District staff and departments in programming, budgeting and development of educational specifications for District facilities.
- Performs other support services as directed by the Associate Superintendent of Business Services.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principals, methods and strategies pertaining to comprehensive facility planning, construction, and modernization programs in a public-school setting.
- Legal mandates, policies, regulations and operational procedures pertaining to school facility planning, land use, site selection/acquisition, and modernization of facilities.

ABILITY TO:

- Organize, coordinate and supervise the functions of a comprehensive school facilities planning program.
- Interpret blueprints, plans, drawings, schematics and other data pertaining to the development, construction and modernization of school facilities.
- Effectively serve as a liaison to contractors and vendors performing District service.
- Accurately estimate cost of repair and construction of facilities.
- Communicate effectively in oral and written form.
- Understand and follow oral and written directions with minimal accountability controls.
- Effectively and efficiently operate a micro-computer and related equipment.
- Establish and maintain cooperative working relationships.
- Demonstrate leadership skills with the ability to accurately exercise sound judgment on complex planning issues.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

Five (5) years of successful, demonstrated experience in school facilities planning, development or construction management. Strong knowledge of school construction, modernization and capital facility project financing. Knowledge of California public school construction practices, financing laws, codes, regulations, and procedures including the California Environmental Quality Act.

EDUCATION:

A Bachelor's degree, from an accredited college or university, is required. A major in planning, architecture, business administration, public administration, or related field is preferred.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of the possession of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

WORKING CONDITIONS:

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- Will frequently exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate hand tools and related equipment and to handle and work with various materials and objects.
- May be occasionally exposed to hot, cold, wet, humid or windy conditions caused by weather.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**