

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 16, 2007
Revised: Pending Board Approval
Salary Schedule: 250; Row 3

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: DIRECTOR OF FACILITIES

JOB PURPOSE STATEMENT: Under general administrative direction from the Assistant Superintendent - Business Services, to provide planning, leadership, coordination, and supervision of all functions pertaining to facility planning, land acquisition, construction, ~~and facilities~~ financing, and other related work as required.

JOB FUNCTIONS:

- Leads the development of capital facilities plans and budgets in coordination with the Assistant Superintendent, providing strategic insight, analysis, and recommendations to support long-term District goals and financial stewardship ~~Assists the Assistant Superintendent in the preparation of capital facilities plans and budgets~~
- Serves as liaison with public agencies, technical consultants, and specialists regarding issues related to funding, design, and construction
- Conducts complex studies relating to demographics, building trends, economics and land values
- Leads the development of strategic recommendations for the selection and acquisition of new school sites, as well as the planning and implementation of modifications to existing campuses to support long-term educational and operational goals ~~Assists in development of recommendations for selection and purchase of new school sites and modifications to existing campus areas~~
- Obtains surveys, geological and environmental planning data for construction projects
- Organizes, coordinates, executes, and manages multiple construction, renovation projects of school facilities with architects and contractors, and bond-funded priority projects/modernization at school sites.
- Monitors, inspects, consults, advises, and supervises construction site activities, including staff and contractors; ensures project compliance with established goals and

JOB TITLE: DIRECTOR OF FACILITIES

Page 2 of 6

objectives and all applicable laws, ordinances, policies, procedures, standards of quality and safety, and construction project drawings and specifications, and ensures adherence to project schedules; provides timely reports of project status

- **Assists in seeking alternative funding sources for district facilities; develops cooperative joint use plans and agreements**
- **Works with vendors, consultants and contractors to plan, develop and obtain proposals, estimates and schedules for facilities planning and projects**
- **Collaborates with the Maintenance and Operations Department to support district projects, providing leadership and coordination in the development of plans, specifications, and bid documents for the remodeling, repair, demolition, and improvement of district facilities and sites**
- **Coordinates with agencies, inspectors, utility companies, and other departments within the district on facilities.**
- Oversees the preparation of accurate and timely reports on all capital facilities accounts, including cash flow analysis, state accounting reports, expense tracking, and audit documentation, ensuring transparency and compliance with financial regulations~~Assists in the preparation of accurate and timely reports on the status of all capital facilities accounts including cash flow analysis, state accounting reports, expense reports, and audits~~
- Leads the establishment, administration, and annexation of Community Facilities Districts (CFDs) to support the financing of school facilities required by new residential and commercial development; oversees coordination with legal counsel, financial advisors, and municipal agencies to ensure timely bond issuance, tax levy administration, and ongoing compliance with the Mello-Roos Community Facilities Act
- Oversees the development, implementation, and updates of the School Facilities Needs Analysis (SFNA) in accordance with applicable Government Code Sections, ensuring eligibility for the collection of Level II and Level III developer fees; works closely with demographers, planners, and business services staff to project enrollment growth and facility needs
- Directs the preparation and public presentation of the district's annual Developer Fee Report and Five-Year Developer Fee Justification Report as required under Government Code; ensures all statutory findings are supported, deadlines are met, and reports reflect accurate accounting of fee collections, expenditures, and future facility funding needs
- Provides strategic oversight of developer fee collection processes, ensuring appropriate fee assessment, tracking, and deposit in accordance with Education Code and local ordinances; coordinates with the Facilities, Planning, and Business departments to align capital funding with current and future construction projects

JOB TITLE: **DIRECTOR OF FACILITIES**

Page 3 of 6

- Collaborates with legal counsel, consultants, and local municipalities to ensure compliance with all applicable laws, including the Mitigation Fee Act, CEQA, and local land use agreements; represents the district in negotiations with developers regarding mitigation agreements and fee credit structures
- Prepares and delivers detailed reports and presentations to the Board of Education, executive cabinet, and community stakeholders regarding developer fees, CFD revenue, capital project funding gaps, and long-range facility financing strategies
- Serves as the district's lead liaison to the Citizens' Bond Oversight Committee (CBOC), ensuring transparent communication of bond program progress, financial reporting, and project updates; prepares and presents detailed reports, supports compliance with Proposition 39 requirements, and ensures timely publication of meeting agendas, minutes, and mandated performance and financial audits.
- Assures compliance with Division of State Architect specifications and requirements
- Provides annual and long-range growth projections recommending boundary adjustments, year-round implementation, and interim housing facilities
- Serves as District representative to communicate construction plans to the public
- Develops and maintains inventory of all square footage of permanent and portable buildings including their ownership status for District and state reports
- Calculates and prepares forms for District eligibility for facilities funding programs
- Maintains accurate knowledge of legislation related to school facilities and growth accommodation
- Leads the development and implementation of the District Master Plan, ensuring alignment with long-term goals and facilities priorities~~Assists in preparation of a District Master Plan~~
- Utilizes project management systems, practices, and methods and techniques to evaluate progress relative to plans
- Establish and maintain effective working relationships with staff, students, parents, and community members
- Performs related duties as assigned
- **Attends meetings and events outside of standard work hours. Will be available by phone or email at all times, after hours and weekends.**

JOB TITLE: DIRECTOR OF FACILITIES

Page 4 of 6

KNOWLEDGE AND ABILITIES:

- Construction administration, bidding, and labor compliance regulations
- Energy code; applicability and compliance for all facilities projects
- Laws, building codes, ordinances, and regulations of state and local authorities related to school facilities planning and construction
- State School Facilities Program and the school facilities funding options
- Current trends in school building design, financing, and construction
- Techniques in facilities development and long-range planning
- Techniques of management and staff development
- Effective human relations methods
- Principles of organization and management
- Interpretation of legislation and development of policies related to facilities development
- Preparation of financial plans and budgets, estimation of construction and repair costs
- Administration and management of facilities funding sources and preparation of CEQA documents
- Conduct research, prepare and present oral and/or written reports and publicly represent the district in a professional manner.
- Preparation of plans and specifications for contract work
- Interpretation of plans and specifications
- Communication with individuals and groups effectively including preparation of written and oral reports
- Establishment and maintenance of positive working relationships with staff, architects, contractors, inspectors, and appropriate city, county, state, governmental and other agencies
- Preparation of applications for funding and administration of facility funding programs
- Demonstration of good judgment and good problem-solving skills
- Organization of tasks, setting of priorities, and meeting deadlines
- Management of multiple tasks

JOB TITLE: DIRECTOR OF FACILITIES

Page 5 of 6

- Direction, supervision & instruction of others
- Presentation of a positive image of the school district to the public

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB TITLE: DIRECTOR OF FACILITIES

Page 6 of 6

JOB QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college/university in Business Administration, Public Administration, or other related field ~~B.A. degree desirable, with concentration in areas of Business Administration, Public Administration, Engineering, Architecture, Drafting, or Public Works Administration~~
- Facilities Planning Certificate desirable

Experience:

- Three to five years of successful, demonstrated management experience in some phase of architecture, construction or facilities management
- Supervisory responsibility in facilities development and with responsible experience in construction desirable

Licenses, Certifications, Bonding, and/or Testing:

- ~~TB Clearance~~
- ~~Drug/Alcohol Clearance~~
- Valid Driver's License with acceptable safe driving record
- ~~Valid Driver's License~~
- ~~Criminal Justice Fingerprint Clearance~~

EMPLOYMENT STATUS:

- Classified Management Position