

# **LAS LOMITAS ELEMENTARY SCHOOL DISTRICT**

## **JOB DESCRIPTION**

### **CLASSIFIED MANAGEMENT**

#### **CLASS TITLE: DIRECTOR OF BOND PROJECTS**

##### **BASIC FUNCTION:**

Under the supervision of the District Superintendent and Chief Business Officer, the Director of Bond Projects will represent the District for facility planning and management of building and facility construction including supervision and coordination of consultants, communications with parents and the general community, facilitation of staff for planning, and leadership of District committees.

##### **ESSENTIAL DUTIES:**

- Facilitates District Facility Committee that reviews overall District facility program and develops recommendations to the Board of Education
- Acts as chief District representative to the District bond Oversight Committee providing necessary reports on facility development, budget, and auditing
- Manages District budgets related to bond projects including expenditure reports, development of purchase orders and tracking of projects
- Facilitates Site Design Committees coordinating consultants' work with committees and staff
- Makes regular periodic reports to the Board of Education on progress of facility planning and/or construction
- Develops informational communications to public, parents, and staff
- Facilitates the environmental impact studies and development of reports
- Represents District to local and State regulatory commissions and agencies developing necessary applications
- Resolves conflicts among contractors, consultants, neighbors, staff, and others as applicable
- Facilitates decision making about planning and construction activities and maintaining District calendar including the phasing of projects related to school operations
- Represents District in the supervision of consultants and contractors, coordinating activities, ensuring timelines, and reviewing invoices and payments
- Maintains master budget coordinating management with the District Chief Business Official and performs cash flow analysis and modeling
- Supervises consultants working on State funding applications providing necessary direction and documentation
- Engages construction Manager with bidding and selection process of contractors
- Develops filing systems and archives for planning and construction documents including "as-built" and maintains document control
- Facilitates the purchasing of furniture and equipment
- Plans and facilitates interim housing at sites
- Develops and issues Notices to Proceed, Stop Orders, and Final Acceptance and other directions to contractors
- Monitors "Requests for Information" and reviews processes decisions for change orders
- Develops and facilitates interim District and school operations during construction
- Establish and maintain safety procedures related to construction activities
- Other tasks and duties that arise from the facility planning and construction process

## **KNOWLEDGE AND ABILITIES:**

### Knowledge of:

- Theories of educational facility design; state facilities guidelines, and land use planning practices
- Public finance methods including bonding, special tax assessments, and cash flow management
- Public bidding and construction processes, methods and requirements
- Cost estimations, value engineering and cost-savings procedures, methods of contracting, scheduling, and materials procurement. Plan-checking and all phases of building inspections
- Budget preparation and control
- Effective group processes, facilitation skills, and public relation techniques

### Ability to:

- Provide leadership and direction to the District's program for the planning and construction of facilities
- Conduct research, prepare and present oral and/or written reports and publicly represent the District in a professional manner
- Read and interpret technical documents
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Analyze problems, develop solutions, and make decisions
- Plan and organize work
- Use computers and modern technology
- Meet schedules and time lines
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships
- Walk and/or sit for extended periods of time
- Climb staircases
- Work in a noisy environment
- Lift up to 50 pounds

## **EDUCATION AND EXPERIENCE:**

- Any combination of education and/or experience equivalent to a four year degree in related field: major in architecture, construction management, civil engineering, or related field desirable
- Five (5) years of experience supervising facility planning and development required; experience leading and managing people and projects simultaneously
- Administrative experience preferably within a public school system

## **LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California driver's license

## **WORKING ENVIRONMENT:**

- Indoor and outdoor environments
- Seasonal heat and cold or adverse weather conditions
- Regular exposure to fumes, dust, and odors
- Driving a vehicle to conduct work