

COORDINATOR, LONG-RANGE PLANNING

JOB SUMMARY

Under direction of the Assistant Superintendent of Business Services, coordinate and administer facilities planning, budgeting and financing activities. Provide leadership and direction over the activities of the Long-Range Planning Department. Assure fiscal accountability of capital improvement budgets such as: the Developer Fee Fund, Redevelopment Agency Tax Increment Funds, State School Building Funds, Certificates of Participation, and General Obligation Bond Funds.

TYPICAL DUTIES

Research and make recommendations regarding grants and other funding opportunities, as well as financing options for capital improvement projects. Develop and maintain reports which portray the budgets, apportionments and obligations related to the District's capital improvement program. Prepare, or oversee the preparation of, facilities requirements projections which will establish the District's eligibility for specific construction or renovation funding. Participate in construction meetings. Maintain close liaison with State Office of Public School Construction regarding latest policy and procedural changes and their impact on District projects. Prepare Governing Board agenda items and updates related to capital improvement projects, long-range planning and related fiscal matters. Make presentations to the Governing Board, management, staff, various committees and community members as required. Research and respond to inquiries from a broad audience. Direct the work of various consultants related to areas such as: labor compliance; enrollment projections; developer fee reporting and justification studies; capital financing; and arbitrage calculations.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include a four-year degree from an accredited college or university with major emphasis in business management, administration, planning, or related field and four years of demonstrated experience conducting complex research, planning, and fiscal accountability.

Knowledge of:

State Allocation Board programs, regulations and procedures. Applicable sections of the Education Code, Administrative Code Title V, and other state and federal code requirements related to public works contracting; construction payments, retention, and escrow; labor compliance; liens and stop notices; project closeout; Developer Fee accountability requirements; and asset management.

Ability to:

Coordinate capital improvement projects and budgets. Analyze funding opportunities along with applicable procedural and legal requirements, and make appropriate recommendations to maximize capital improvement funding and flexibility. Prepare, and present oral and/or written reports and publicly represent the District locally and in Sacramento when required. Establish and maintain effective working relations with staff, management, consultants, contractors, and state and local agencies. Meet schedules and timelines. Work confidentially and with discretion.

LICENSE Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to sit for extended periods of time. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, bend, stoop, and reach or pull with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must pass a physical examination and drug screening certifying this ability.

WORKING CONDITIONS Office environment. Subject to district, community, regional and state business travel to attend meetings and conduct work during day and evening hours. Subject to attending evening board meetings.