

**DIRECTOR, LONG-RANGE PLANNING**

**JOB SUMMARY** Under the direction of the Assistant Superintendent of Business Services, provide leadership and direction over the activities of the Long-Range Planning Department. Coordinate the District's capital improvement program.

**TYPICAL DUTIES** Provide leadership and direction over the activities of the Long-Range Planning Department. Coordinate with district personnel, community groups, and other public agencies, the development of short- and long-range master plans for school housing needs by taking into consideration program requirements, enrollment projections, and alternative uses for school sites and facilities. Manage the planning, organization, and coordination of school construction, alteration, and relocation. Make recommendations regarding optimal project delivery methods and selection of professional services. Research and make recommendations regarding grants and other funding opportunities, as well as financing options for capital improvement projects. Manage the capital improvement program budgets, apportionments and obligations, and recommend timing of bond issuances. 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. Operate a variety of standard office equipment including computer and assigned software. Direct the work of assigned staff and various consultants related to areas such as: labor compliance; enrollment projections; developer fee reporting and justification studies; capital financing; and arbitrage calculations. Train, supervise, and evaluate the performance of assigned personnel. Perform other related duties as required.

**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 administration, public administration, planning or closely related field and four years of demonstrated experience, conducting complex research, planning activities and/or fiscal administration for a school district or other public agency.

**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. Oral and written communication skills. Principles and practices of administration, supervision, and training. Operation of a computer and assigned software.

**Ability to:** Plan, organize, and direct the activities of the assigned department. 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. Interpret, apply, and explain rules, regulations, policies, and procedures. Prepare, and present oral and/or written reports and publicly represent the District locally and in Sacramento when required. Interview, hire, train, and evaluate the performance of assigned staff. Establish and maintain effective working relationships with those contacted in the course of work. Operate a computer and assigned office equipment. 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.

While performing the duties of this job, the employee is regularly required to sit, stand or walk for extended periods of time; possess dexterity of hands and fingers to operate a computer keyboard; hear and speak to exchange information and make presentations; operate vehicle to travel independently on short notice to other district or community locations to inspect or conduct work. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee must possess specific vision abilities required by this job which include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule, and pass a physical examination and drug screen.

**WORKING CONDITIONS**

District office and outdoor environments. 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.