



ADMINISTRATIVE COORDINATOR – FACILITIES, DEVELOPMENT AND PLANNING

JOB SUMMARY

Under administrative direction, plan, coordinate, manage and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, coordinate, manage and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch; assure compliance with applicable laws, codes, rules and regulations. **E**
- Prepare and oversee preparation of plans, estimates, requests for proposals, specifications, bid forms and contracts for construction, renovation and related services. **E**
- Supervise the performance of assigned personnel; coordinate and assign work; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and monitor projects to assure completion of work in compliance with District standards outlined in contractor agreements. **E**
- Participate in coordinating and overseeing pre-construction and planning activities related to modernization, new construction, portable inventory and replacement, master planning, site environmental investigations and compliance with applicable laws, codes, rules and regulations. **E**
- Participate in developing long-range facilities plans; assist in maintaining the District's site and building master plans and related documentation. **E**
- Provide operational leadership to facilities, planning, engineering and construction management; meet regularly to coordinate and integrate multiple stages of ongoing projects to assure seamless, timely, and cost effective completion. **E**
- Review, evaluate and conduct procedural studies of existing facilities work methods and operations; recommend proposals for improvements and implement modifications as needed. **E**
- Develop and implement safety programs; evaluate personnel in the proper performance of safe and efficient work methods and practices and appropriate use and care of equipment. **E**

- Develop and recommend new or revised policies, procedures, rules, regulations, and project schedules for facilities, construction and engineering projects. ***E***
- Confer with District staff and manufacturer representatives regarding new or improved products, trade practices and methods of construction; prepare recommendations regarding the purchase of equipment and products. ***E***
- Assist in developing, preparing and monitoring the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. ***E***
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. ***E***
- Provide technical expertise, information and assistance to the Executive Director regarding assigned functions; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action ***E***
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. ***E***
- Operate a computer and assigned software; drive a vehicle to conduct work. ***E***
- Attend and conduct a variety of meetings, conferences and workshops; maintain current knowledge of laws, codes, rules and regulations related to assigned activities. ***E***
- Serve as the Executive Director in the absence of the Executive Director as necessary. ***E***

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An incumbent in the Administrative Coordinator – Facilities, Development and Planning position assists in the planning, organization and direction of the activities and operations of the Facilities Planning and Management Branch and oversees the daily activities involved in the delivery of services within various units of the Branch. The position requires the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning process meets stated objectives in a timely manner.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of administration, supervision and training.

Applicable federal, State and local laws, codes and regulations including the LeRoy F. Green School Facilities Act and the Emergency Portables Classroom Act.

California Environmental Quality Act (CEQA) laws related to school facilities programs.
Developer fee statutes, and redevelopment revenue programs.
Legislative processes and the structure of local and State government.
Public agencies responsible for planning and development of the local geographic area.
Budget preparation and control.
Project management theory and techniques.
Appropriate safety procedures and hazardous material compliance.
Terms, procedures and equipment used in the design, construction, maintenance, and operation of buildings and facilities.
Principles and practices of supervision and training.
Public speaking techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, coordinate, manage and oversee the planning activities, phases of design and day-to-day operations of the Facilities Planning and Management Branch.
Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Analyze situations accurately and adopt an effective course of action.
Assure compliance with applicable laws, codes, rules and regulations.
Plan, direct and evaluate the work of others.
Prepare and deliver oral presentations.
Develop and prepare departmental budgets.
Analyze and develop work methods, procedures and schedules.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Read and interpret plans and specifications.
Plan and organize work.
Operate a computer and assigned software.

Education and Training:

Bachelor's degree in planning, construction management, architecture or a related field.

A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Experience:

Four years of management-level experience in construction or facilities planning.

Experience in educational facility planning and construction is preferred.

Any other combination of training and/or experience which demonstrates that an applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver’s license at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District’s safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Office and construction site environment.
Driving a vehicle to conduct work.
Occasional evening and variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials and inspect construction sites.
Sitting for extended periods of time.
Walking over rough and uneven surfaces.
Climbing ladders, stairs, scaffolding and ramps to inspect construction sites.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.