

Director of Long Range Planning ("Gptqnn o gpv")

State Office of Public School Construction regarding current 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.

Review and update project timelines; instruct the Committee regarding legal requirements; coordinate and lead quarterly meetings, project tours and audit reviews; assist in the preparation of the annual report to the Community.

Prepare State Allocation Board forms required for School Facility Program funding through the Office of Public School Construction; oversee audit preparation; review and approve forms and reports submitted to the State Allocation Board.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Coordinate and direct District print shop operations; monitor and direct activities to assure print shop timelines and priorities; assure related activities comply with established standards, practices, policies and procedures.

Communicate with other administrators, personnel and outside organizations to coordinate the planning and construction of properties, resolve issues and conflicts and exchange

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- Labor compliance.
- Liens and stop notices.
- Project closeout policies and procedures.
- Developer fee accountability requirements.
- Cost estimates and specifications.
- Budget preparation and control.
- Print shop organization, operations, activities, policies and objectives.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Asset management.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Organize, control and direct the long-planning of facilities and school sites.
- Coordinate and manage capital improvement projects and budgets.
- Analyze funding opportunities utilizing applicable procedural and legal requirements, and make appropriate recommendations to maximize capital improvement funding and flexibility.
- Supervise the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

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Director of Long Range Planning & Enrollment Services

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.