

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED AUGUST 2024**  
**RANGE: SCHEDULE #21**  
**CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT**  
**CODE: 2, 6, 8**

## **SENIOR DIRECTOR – FACILITIES PLANNING AND MANAGEMENT**

### **DEFINITION**

Under general direction, the Senior Director is responsible for directing and overseeing planning of construction projects including all new construction, modernization, remodeling and furnishings, and management of leased properties.

### **EXAMPLES OF DUTIES**

Supervise numerous facility improvements at all KCSOS sites;

interview, recommend, train, supervise, and evaluate all staff within the Facilities Department;

monitor work flow and assigns work activities and projects to meet operational goals;

meet with all related professionals required to plan and construct new facilities and improvements of existing sites;

develop and maintain a master plan for facilities to house KCSOS operated programs;

manage all new construction and improvement projects in a cost effective and timely manner;

establish financial and timeline requirements and limitations on a project-by-project basis;

negotiate and approve change orders and manages dispute resolution with contractors and sub-contractors as necessary;

supervise and inspect work and construction projects to ensure compliance with established standards, building health and safety codes, regulations, and bid specifications;

direct and coordinate communications with the office of Public School Construction, the Division of State Architects, the State Allocation Board, and the Department of Education facilities Planning Division;

provide quarterly property management meetings for local LEAs and coordinate information from state and local entities;

provide assistance to local LEAs in the areas of facilities planning and bidding;

oversee and approve all space planning and furniture purchases for all KCSOS programs;

obtain bids and recommend awarding of contracts for construction, renovation and materials/supplies;

research and select outside consultants, contractors, and vendors;

in coordination with the Deputy Superintendent of Operational Support, or designee, renew, manage, and terminate leases;

participate in the purchase, sale, use, and exchange of KCSOS property;

provide direction to ensure effective space utilization throughout the organization;

respond to emergency situations to resolve immediate safety concerns;

identify opportunities for improving service delivery methods and procedures;

provide managerial direction and control of department activities, plan, direct, develop and monitor budgets, and review the activities and operations of the department;

maintain current and accurate knowledge of legislation related to school facilities and growth accommodations;

perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Facility planning, construction project management, and building operational functions;

appraisals, escrow, and CEQA procedures;

applicable sections of the Education Code, California Building Code, Title V, Public Contract Code, and School Facility Program;

pertinent federal and local laws, codes, and regulations

principles of budget preparation and oversight;

inventory systems;

facility management;

current trends in school building design and construction.

### **Ability to:**

Supervise, train, and evaluate assigned staff;

establish an appropriate working relationship or rapport with diverse individuals or groups;

approach the position as a specialized function with requirements for unique situations as well as taking a team approach to accomplish the numerous tasks;

commitment to the organization and multiple events sponsored by this office;

work and communicate with people effectively and cooperatively;

demonstrate professional leadership skills;

perform duties and responsibilities with a high degree of professional integrity;

supervise planning, drafting and allocation of space for various employees positions.

### **Experience:**

Minimum of three (3) years of experience in facility/property planning, construction, and/or facility design.

### **Education:**

Bachelor's degree from an accredited college or university.

At least four (4) additional years of experience, over the minimum required, can be substituted for the Bachelor's degree.

Conditions of employment:

This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP:rn

8/6/2024

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