

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED FEBRUARY 2017
SALARY SCHEDULE 92
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

DIRECTOR I – FACILITIES AND PROPERTY MANAGEMENT

DEFINITION

Under the general supervision of the Assistant Superintendent of Support Services, the Director of Facilities is responsible for directing and overseeing planning and construction projects including all new construction, remodeling and furnishings, and management of leased properties.

EXAMPLES OF DUTIES

Supervise numerous facility improvements at all Superintendent of Schools sites;

supervise staff associated with the Facilities Department;

responsible for assigning personnel to a)work with vendors to procure necessary equipment and supplies as related to these functions; b)arrange for all equipment necessary for events; c)work directly with Maintenance and Operations staff to secure all necessary arrangements; d)maintain ongoing space allocation procedures and be responsible for drafting all work station and floor plan schematic designs.

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

manage all new construction and improvement projects;

recommend priorities and general strategies for facility planning and construction;

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

In coordination with the Assistant Superintendent of Support Services, is responsible for renewing, managing, and terminating leases;

evaluate properties for acquisition or disposition;

oversee long-range planning and development of new capital improvement projects;

oversee the development efforts for facility standards;

provide managerial direction and control of department activities, plan, direct, 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 duties as assigned.

QUALIFICATIONS

Knowledge of:

A broad range of professional skills, together with the capacity for growth.

Ability to:

Perform specific and general tasks;

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

a perception of the position as a specialized function with requirements for unique situations, as well as 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 leadership skills;

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

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

communicate with various facility staff members to coordinate all responsibilities of this position;

Experience:

Three (3) to five (5) years of experience of facility planning;

demonstrated leadership skills.

Education:

Bachelor's degree;

emphasis in facility planning and design or equivalent years of experience in related fields.

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.

TS: gs
2/14/17

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