

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE: #92
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODES: 2, 6, 8**

DIRECTOR - SPECIAL PROGRAMS AND STRATEGIC INITIATIVES

DEFINITION

Under general direction, oversee special projects related to KCSOS' long-term master plans and strategic initiatives, as assigned. This position will be part of the Division of Special Programs, and work closely with assigned divisions and departments to support their planning and long-term strategic work.

EXAMPLES OF DUTIES

Assist in the management, coordination and planning for a variety of KCSOS long-term master facility plans and special projects;

provide support to KCSOS divisions, departments, and programs with planning and facilities related initiatives;

oversee the development, execution, and ongoing management of bond programs and funding strategies for assigned strategic initiatives;

assist with the management of bond funds to ensure proper allocation, utilization and reporting requirements are met in compliance with local, state, and federal regulations;

provide regular updates to leadership on bond status, fund usage, and assigned project progress;

assess current and future facility needs on assigned projects, based on organizational growth, changes, and market trends;

lead and manage assigned capital projects, including overseeing design, construction, budgets, schedules, and quality control;

ensure all assigned projects meet required timelines, budgets, and regulatory standards;

serve as the primary point of contact and coordinate with architects, engineers, contractors, and vendors to ensure the successful execution of all assigned projects;

establish and maintain strong relationships with external vendors, contractors, and suppliers, ensuring high-quality service delivery and cost-effective contracts;

collaborate with internal stakeholders to address facilities-related concerns and provide solutions on assigned projects;

perform other tasks related to the position as assigned.

QUALIFICATIONS

Knowledge of:

Building codes, regulations, compliance standards, and local, state, and federal regulations related to facilities management;

project management software, and financial tools;

strong financial acumen and principles of budget preparation and oversight;

Ability to:

Prepare technical and /or statistical reports;

represent the office in local and statewide consortia and associations;

perform strong verbal, written, analytical and persuasive skills and interact effectively with all levels of employees, vendors/contractors, districts and outside agencies;

lead complex projects from conception to completion;

think strategically, analyze complex situations, and develop actionable solutions;

display exceptional communication, negotiation, and interpersonal skills with various stakeholders including senior management and external partners;

work under pressure, and prioritize tasks;

manage multiple projects with specific timelines and deadlines.

Experience:

Minimum of five (5) years of experience in facilities planning, construction management, or facilities operations.

Previous experience in a leadership or management role preferred.

Experience working with educational organizations preferred.

Education:

Bachelor's degree in Facilities Management, Architecture, Engineering, or a related field.

Master's degree is preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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

4/4/2025

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