TITLE:	Director, Planning and Property Management	CLASSIFICATION:	Non-Represented Management/Classified
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	9901	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Support Services	SALARY:	Range 17 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Facilities Support Services	CABINET APPROVAL: HR APPROVAL: BOARD APPROVAL:	1-27-20, 9-25-23, 8-19-24 8-19-24 9-5-24

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT Position Description

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Facilities Support Services, responsible for planning, developing, organizing, controlling, maintaining, and directing functions related to facilities planning, resource management and sustainability efforts, and related services of the District; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Organize, control, and direct the planning of District facilities and school sites; review facility proposals and coordinate facility use; assure required permits, appraisals, rentals and leases are acquired by the District; prepare grant applications and submit to appropriate funding resources; and facilitate necessary variances, easements and encroachments. \mathbf{E}

Organize, control, and direct the leases for district property including proper accounting and renewal tracking, negotiations, and document records. E

Direct the development of student enrollment projections each year by required timelines, collobrate in sharing data with appropriate departments, establish meetings to ensure data is used for all district needs. E

Organize, control and direct the district archive system for all facility related documents including deeds, easements, building permits and building plans. **E**

Develop marketing strategies for leasing and disposal of District surplus properties; assist in the coordination,

and efficient work environment; advise assigned supervisor of unusual trends or problems and recommend appropriate correction action. E

Develop and administer schedules and work assignments; coordinate and arrange for appropriate training of staff to accomplish specific results-based outcomes. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions. **E**

Lead and work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities. E

Perform related duties consistent with the scope of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from a four-year accredited college or university in a business or public administration, construction management, engineering, architecture or environmental related field and five years of progressively responsible management experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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- Planning, organization, and direction of facilities.
 - Methods, used in the butheligity 4 is a a n h

- Plan, and organize, a facilities project for a large school district. Prioritize and schedule work.
- Estimate materials and labor costs. Work independently with little direction. Maintain detailed records.
- Establish and maintain effective working relationships with others.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt a(s)-2.4 (.)**TE**M(nd)**T**B