

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager, Facilities Planning	CLASSIFICATION:	Management–Non-Represented
SERIES:	Manager II	FLSA:	Exempt
JOB CLASS CODE:	9846	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Support Services	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Director, Facilities Management and Operations	HR APPROVAL:	7-29-22
		CABINET APPROVAL:	7-27-22, 08-24-15

BASIC FUNCTION:

Performs independent, specialized duties requiring independent judgment and analysis related to the development and implementation of systems and research projects for short and long range facilities planning, enrollment projections and school boundary planning and analysis for school housing needs; performs highly technical and diverse tasks in the collection, processing, maintenance, and analysis of a wide variety of statistical information; and prepares layers, shape files, maps, charts, and other reports, files, etc.

and/or federal regulatory agencies; reviews documents and reports for accuracy and completeness. **E**

Monitors residential, commercial, and industrial development within the District boundary to identify growth trends and student generation. **E**

Develop and implement long and short-term facility plans which could impact staffing formulas resulting in increased/decreased staffing levels. **E**

Prepare operations and custodial staffing reports and recommendations based on student enrollment, growth projections, facility capacity, and square footage. **E**

Develop, maintain, and review assigned department budgets; review expenditures, process requisitions and invoices and make appropriate recommendations to senior management staff. **E**

Maintain data for preparation of State School Building Program documents, including enrollment projections, environmental reports, eligibility justifications and bid forms; monitor State School Building project status report; and advise of documents to be filed. **E**

Complete Mello-Roos disclosure forms for real estate agents and maintain a log of

Manager,

- Design high quality maps,