

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

Train, 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**

Responsible for the filing of required reports to local, state, and federal agencies regarding facilities and related projects, and compliance with applicable codes and regulations. **E**

Operate a computer and assigned software programs; use other office equipment as assigned; and operate vehicle to conduct work. **E**

Prepare board agenda items and attend board meetings as required. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

construction management, architecture, or related field, and six years increasingly responsible supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of facilities management and planning activities.
 Terms, procedures, and practices used in the planning, design, construction, rehabilitation, remodeling, maintenance, and operations of school buildings and facilities.
 School facility funding sources and application submission procedures and requirements.
 City redevelopment and zoning policies, procedures, and regulations.
 Budget preparation and control.
 Principles and practices of management.
 Applicable laws, codes, regulations, policies, and procedures.
 District organization, operations, policies, and procedures.
 Research methods and report writing techniques.
 Presentation, communication, and public speaking techniques.
 Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary and composition.
 Reading and writing English communication skills.
 Operation of a computer terminal, software and other office equipment,
 Office management techniques.
 Health and Safety regulations.

ABILITY TO:

Perform basic function of the position.
 Plan, organize, and administer the planning and management of new and existing buildings and facilities.
 Perform professional, administrative, advocacy, and liaison duties involved in the facility planning process.
 Communicate effectively both orally and in writing.
 Interpret, apply, and explain rules, regulations, policies, and procedures.
 Analyze situations accurately, and adopt an effective course of action.
 Plan and organize work.
 Work independently with little direction and meet required schedules and timelines.
 Handle multiple tasks, work under pressure and work with priorities/deadlines subject to frequent change.

WORKING CONDITIONS: