

## DIRECTOR OF PROGRAM AND PROJECT CONTROLS

### DEFINITION

The Director of Program and Project Controls develops and implements program-level workflows, procedures, and guidelines related to school construction bond program budgets, scheduling, estimating, and program management functions.

### TYPICAL DUTIES

Directs and reviews the administration of facilities bond program budgeting, funding, financial oversight, program management and allocation of funds through managers and staff personnel engaged in:

- Developing and recommending organizational policies and procedures related to program and project financial management.

- Authorization, management, allocation, and maintenance of all bond program funds.

- Preparing, analyzing, and implementing project design and construction schedules to ensure conformance with authorized scope, cost, and schedule requirements.

- Providing bond program financial reports to the Board of Education and for inclusion in the Strategic Execution Plan.

- Estimating labor costs associated with all phases of construction including site selection, design, construction and close-out activities.

- Implementing and managing systematic operations related to program and project management and control.

- Training staff on program control procedures, methodologies and best practices.

Responsible for the production of the annual publication of the Division's Strategic Execution Plan. Oversees project and program scheduling standards and resources, including oversight and direct management of centralized and decentralized scheduling resources.

Provides updates on scope, schedule, and budgets across various program and projects to the Board, Local District Superintendents, District Management, and the public.

Ensures scope of projects are aligned with bond language and the Strategic Execution Plan.

Reviews and makes recommendations on legislation, organizational policies and procedures affecting the Division.

Directs and reviews the establishment of records and the preparation of required reports in order to ensure compliance with law, governmental regulations, and District policies.

Serves as subject matter expert for technology projects as they relate to bond-funded employees, project cost forecasting tools and business process automation.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Program and Project Controls ensures that the Facilities Services Division's school construction bond program provides effective cost reporting and scheduling support services to departments managing bond funds so that successful integration of project controls and systems occur.

The Director of Facilities Program Support Services assists the Chief Facilities Executive in the overall administration of the Facilities program, carries out special projects, and oversees all funding and contract aspects of facilities programs. The Deputy Director of Facilities Program Support Services assists in the daily administration of the branch; participates in planning, organizing, and directing branch functions, carries out particularly complex or sensitive projects, and acts for the Director as required.

## SUPERVISION

The Director of Program and Project Controls receives administrative direction from the Director of Facilities Program Support Services. Administrative direction is exercised over management, technical and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Facilities programs and activities within the Los Angeles Unified School District and laws and regulations and the complexities of construction projects and programs
- Legal bases and sources of finance of California school building programs
- Principles and practices of accounting and/or financial planning
- Basic principles of contract law, public purchasing, research, cost analysis and accounting
- Public sector planning, funding, operations and construction activities
- Principles and practices in project planning and management
- Principles of supervision, management and employee training and development
- Data aggregation and Project management software applications (i.e., Primavera)
- Principles of public relations

### Ability to:

- Plan, organize and coordinate a variety of facilities programs for maximum efficiency and cost effectiveness
- Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups
- Make and review decisions objectively
- Prepare and present comprehensive reports and recommendations
- Analyze highly complex data and develop logical solutions to problems
- Communicate effectively both orally and in writing

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university preferably with a degree in architecture, engineering, facilities planning, construction management, or finance/accounting. Courses in business administration, public relations, accounting, school finance, personnel management and communications are preferable.

### Experience:

Eight years of administrative or management experience managing program budgets, finances, and project controls in a construction, architectural, engineering or public works program.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class  
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