

FACILITIES PARTNERSHIP AND DEVELOPMENT COORDINATOR

DEFINITION

Initiates, negotiates, and implements third party agreements of District facilities, memoranda of understanding and other enabling documents between the District and appropriate governmental, private sector, and charter school entities.

TYPICAL DUTIES

- Initiates, evaluates, and assists in the negotiation, and administration of agreements, memoranda of understanding and other framework enabling documents with third-parties such as charter schools, governmental and private sector entities to meet Special Projects goals, objectives, and priorities; coordinates with other Facilities Services Division Personnel, the Office of the General Counsel and other involved participants to evaluate, negotiate, and execute such framework documents and other third party agreement related documents.
- Participates in the development of program and project scope, budget, and use of bond funds pursuant to District goals and priorities for Joint Use or charter school development and other Special Projects and District program goals.
- Gathers, identifies, evaluates, and recommends facilities joint use partners and the utilization of existing LAUSD property for joint use purposes
- Develops, analyzes, and implements certain Special Projects building activities.
- Prepares and provides Special Projects descriptions and specifications for contract architects or other contractors and District architectural, engineering, and/or maintenance personnel.
- Develops appropriate fiscal controls for project budgets.
- Prepares reports and schedules regarding Special Projects, funding requirements, and issues for higher-level management, and other District administrators, School Board Members, Citizens Bond Oversight Committee, and other interested parties.
- Makes presentations to District leadership and staff, governmental agencies, non-profit organizations or charter school agencies to clarify and justify project fund requirements.
- Evaluates campus master planning products such as post-charrette and final conceptual master plans for compatibility with third party agreements.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Partnership and Development Coordinator coordinates agreements for Special Projects with other governmental agencies, non-profit organizations, charter schools, and private entities; carries out activities concerning the study, planning and construction of Special Projects; coordinates related land acquisition and implementation with various State, District and local personnel; and assists in preparing applications and securing funds.

A Facilities Partnership and Development Manager directs the activities concerning the initiation, evaluation, negotiation, execution, and administration of framework enabling agreements for Special Projects with other charter schools, governmental agencies, non-profit organizations, charter schools, and private entities; directs the activities concerning the study, planning and construction of Special Projects; coordinates related real estate acquisition or leasehold interests and implementation with various State, District and local personnel; and prepares applications and secures funds.

SUPERVISION

General direction is received from the Special Facilities Project Manager or higher level manager. General work direction may be exercised over lower level professional and support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- District standards and legal provisions governing school building construction, maintenance, budgeting, and finance
- Current best practices in alternative methods of school facilities provision including charter school development, joint-use, joint development and public/private partnerships
- The structure and leadership of other governmental entities engaged in real estate projects and/or operation of facilities locally and who are potential partners in District land and/or facilities projects
- Real estate development practices and principals, including the environmental and entitlement process, California Education Code and real estate finance
- Geographic area of the District and the population and enrollment characteristics of areas served by the District
- Principles of scheduling and budgetary planning and control
- California Education Code, and California Administrative and Building Code requirements and applications
- Principles of school facilities planning as related to classroom instruction, traffic flow, economy of maintenance, growth, and adaptability to multi-functional usage
- Computer technology that provides analysis of data by using spreadsheets and database management
- Organization of the administration of the Los Angeles Unified School District
- Characteristics and uses of methods of graphic presentation and cartography

Ability to:

- Plan, coordinate, and provide leadership in activities involving many participants
- Make effective oral and written presentations
- Represent the District's interest effectively in negotiation with outside entities
- Read architectural plans
- Prepare and analyze cash projected cash flows over time
- Analyze and interpret material and labor cost estimates
- Work effectively with elected officials, media representatives, senior management, employees and community members
- Collect, classify, analyze, interpret, and explain statistical and budgetary data
- Prepare clear, concise reports and make recommendations
- Analyze and interpret technical materials, such as building standards and housing and attendance regulations, accurately and effectively in written and oral communications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business, administration, school business management, urban planning architecture or a related field.

Experience:

Three years of experience in real estate, government relations, charter schools or community relations, including experience negotiating with governmental and private entities, experience in the management of the real estate development process from an architectural, engineering, or functional standpoint; and/or experience in conceptualizing and executing joint developments among public and/or private entities.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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