

## RELOCATABLE HOUSING PROGRAM MANAGER

### DEFINITION

Directs the Modular Facilities Planning Unit by managing the activities related to planning interim housing, placement, installation, Division of State Architect (DSA) certification, and removal of District portable buildings.

### TYPICAL DUTIES

- Provides administrative guidance and direction to the Modular Facilities Planning Unit responsible for the coordination and monitoring of construction activities related to modular building design, manufacture, placement, DSA certification, and removal.
- Secures approval from School Management Services, the Charter Office, Educational Service Centers, and school principals for the removal of portables.
- Coordinates the efforts of the Existing Facilities Planning Department, Inspection Section, Educational Service Centers, and School Management Services Department in the design, planning and installation of portable buildings.
- Acts as an adviser to the School Management Services Department and consults with central, regional, and school-site administration to establish the use and removal of modular buildings.
- Assures that new Division of State Architect portables, District-owned portables, and leased Department of Housing portables meet the educational needs of students and staff.
- Develops and coordinates surveys of existing District modular buildings to ensure that they comply with applicable codes and regulations.
- Develops a comprehensive plan related to the management, DSA certification, and removal of the District's portable classroom inventory in accordance with the conceptual masterplan for each site.
- Coordinates interim housing support to the Charter Schools Office
- Participates in State match funding strategies.
- Develops and approves, or recommends internal policies and procedures regarding modular buildings.
- Assists in planning and administering modular facilities budgets and controls expenditures of appropriations on various projects.
- Acts as a liaison to various offices of the State of California regarding new legislation and the development of regulations which implement legislation.
- Supervises staff and participates in the coordination of small contracts to disconnect and reroute utilities and restore sites after the removal of portables.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Relocatable Housing Program Manager directs the Modular Facilities Planning Unit and provides liaison with the School Management Services as well as regional and school personnel.

A Facilities Project Manager II directs the activities concerning the planning and construction of several school facilities and school modernization projects; supports and coordinates with Real Estate in land acquisition and implementation with various State, District, and local personnel; supervises staff, including Facilities Project Managers I; and prepares applications and secures funds.

A Facilities Project Manager I performs the same duties as a Facilities Project Manager II except that a Facilities Project Manager I manages less complex projects than those managed by a Facilities Project Manager II.

The Director of Facilities Planning and Development directs long range asset master planning, identifies requirements for new and existing schools, provides critical information for obtaining CEQA clearance, develops school designs, supports the site selection process for new schools or expansion of existing schools, and recommends procurement of services to obtain new facilities. The Deputy Director of Facilities Planning and Development assists in the management of the branch and acts for the Director of Facilities Planning and Development as required.

A Relocatable Housing Coordinator assists in the implementation of the interim housing program and provides coordination among District personnel, building manufacturers, architects and contractors.

## SUPERVISION

The Relocatable Housing Program Manager receives general direction from the Director and Deputy Director of Facilities Planning and Development. General direction is exercised over lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- California Department of Education (CDE) and Office of Public School Construction (OPSC) requirements for State match funding related to the replacement of portables with permanent facilities
- Charter school rights detailed under California Proposition 39 regarding the use of excess portable buildings
- State and District requirements for the public sale and disposal of portable buildings
- Basic building design of portable buildings and their impact on instructional programs and school organization
- Division of the State Architect procedures and reporting requirements for the certification of portable buildings
- American Disabilities Act (ADA) requirements related to path of travel and portable building accessibility
- Administrative organization of the Los Angeles Unified School District
- Basic principles of research, cost analysis and control, budgeting, accounting, and the competitive bidding process
- Principles of public relations
- Methodologies related to project management, time management, and construction cost budgeting
- Building trades involved in the removal of portable buildings and the restoration of campuses including asbestos abatement, utilities connections, environmental testing, demolition, and site grading and paving
- Computer software to develop spreadsheets, databases, project schedules, and budget reports
- Principles of training, employee evaluation, and employee relations
- Applicable concepts of progressive discipline
- Characteristics of curricula, methods, and techniques of instruction as related to school construction
- General AutoCAD functions
- Principles of Computer-Assisted Facilities Management (CAFM)

Ability to:

Plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness  
Coordinate planning and placement of modular buildings  
Analyze written materials and oral communications  
Communicate effectively orally and in writing  
Prepare clear and concise reports based upon complex data  
Conduct meetings and make presentations  
Synthesize facts, concepts, and influences that affect systems and procedures  
Make, support, and explain recommendations and decisions  
Estimate project requirements and organize resources to meet goals and deadlines  
Direct and evaluate staff training  
Analyze and interpret technical materials, such as building standards, housing and attendance regulations, building codes, and ADA requirements  
Read architectural plans and review design implementation to determine their effect on educational programs

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree in architecture, construction management, engineering, business management, planning, or a related field.

Experience:

Six years of experience in the planning and design of building facilities for educational, governmental, or commercial projects from an architectural, engineering, or functional standpoint. Two years of the required experience must be supervisory. Experience with modular buildings is preferred.

Special:

A valid California Driver License  
Use of an automobile

SPECIAL NOTES

1. Management class
2. Employees 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. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by the law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
07-25-16  
HV