

DIRECTOR OF FACILITIES PROGRAM SUPPORT SERVICES 1923  
DEPUTY DIRECTOR OF FACILITIES PROGRAM SUPPORT SERVICES 1924

## DEFINITION

Assists the Chief Facilities Executive by planning, organizing, assigning, directing, and reviewing the activities of the Facilities Services Division including fiscal and information management control functions, program management functions, legislation, grants and funding activities, human resources, and planning and implementation of related policies and programs of the District at the executive level. The Deputy Director of Facilities Program Support Services assists in the management of the branch and acts as the Director as required.

## TYPICAL DUTIES

Directs and reviews the administration of the facilities program regarding policies and funding and contract programs through managers and staff personnel engaged in:

- Implementation of, analysis of, and reporting on Division program and project budget, forecasting, and accounting activities and metrics
- Programmatic management of scope, schedule, and budget
- Management and administration of Facilities finance and accounting activities
- Administration and implementation of branch policies and procedures and recommends changes
- Training of in-house staff, contract professionals, and external customers on established technical policies and procedures
- Evaluating organizational effectiveness, policies, and procedures and approving or recommending changes
- Directing and reviewing Division personnel management functions, including staff development, employee evaluation, and discipline.

Provides leadership in the planning and implementation of related policies and programs of the District at the executive-level.

Develops and generates organizational and construction management standards, policies, and procedures for the Division and recommends changes to the Chief Facilities Executive.

Directs, manages, and coordinates internal reviews of management practices and makes recommendations to the Chief Facilities Executive pursuant to review findings.

Coordination of facilities and other District legislative activities.

Reviews and makes recommendations on legislation, labor agreements, and other matters affecting the Division.

Administration of contractor invoice payment activities.

Coordination of funding and grant programs for the Division including funding for school Facilities Management and administration of information technology specifically related to supporting the operations of the Facilities Services Division.

Manages the annual creation of the Division's strategic execution plan.

Represents the Facilities Services Division before the Board of Education and in inter-divisional meetings and participates in the development of District plans for a wide variety of subjects.

Confers with representatives of private firms, other governmental agencies, other divisions and the public in regard to matters affecting Division responsibilities.

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

Manages and reviews the human resources activities for the Division.

Administer construction management staffing contracts.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 the 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.

The Deputy Chief Facilities Executive assists in the overall administration and management of District facilities and acts for the Chief Facilities Executive in case of absence.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of building and grounds.

## SUPERVISION

The Director of Facilities Program Support Services receives administrative direction from the Chief Facilities Executive and the Deputy Chief Facilities Executive and exercises administrative direction over lower level management personnel. The Deputy Director of Facilities Program Support Services receives administrative direction from the Director of Facilities Program Support Services and exercises administrative direction over lower level 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
- Basic principles of contract law, public purchasing, research, cost analysis and accounting
- Basic concepts of business applications of data processing
- Principles of public relations
- The legislative process at the city, county, state, and federal government levels
- Principles of organization, management and supervision
- Engineering theory and practices related to the construction of major building structures
- District standards and legal provisions governing school building construction
- Local and State building codes and safety regulations
- General characteristics and relative costs of methods of construction, architectural features and building and room designs suitable for school uses
- Principles of construction estimation, budget planning, and scheduling
- Basic District personnel rules, regulations, practices and policies

### 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
- Read architectural plans
- Estimate material and labor costs within established project budgets and construction methods
- Conduct meetings and make effective oral presentations
- Work effectively and with flexibility to accommodate shifting priorities

Manage multiple priorities simultaneously  
Supervise and train staff in uniform policies and procedures  
Manage budgets within parameters established  
Analyze and interpret technical materials accurately and effectively in written and oral communication

## ENTRANCE QUALIFICATIONS

### Education:

Graduation with a bachelor's degree from a recognized college or university preferably with a major in architecture, engineering, planning, facilities management, construction management, finance, accounting or an advanced degree in any subject. Courses in business or public administration, public relations, accounting, school finance, personnel management and communications are preferable. A Master's degree in Business Administration with a concentration in Finance is preferable.

### Experience:

#### Director of Facilities Program Support Services:

Ten years of experience including executive or administrative experience managing the program budget, finance, and controls related to large programs or projects in construction value in excess of \$200 million involving construction of new facilities, or the planning and coordination of capital projects and/or facilities maintenance and/or operations.

#### Deputy Director of Facilities Program Support Services:

Eight years of experience including executive or administrative experience managing the program budget, finance, and controls related to large programs or projects in construction value in excess of \$200 million involving construction of new facilities, or the planning and coordination of capital projects and/or facilities maintenance and/or operations.

### Special:

Any one of the following is preferable:

A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Professional Engineers and Land Surveyors, or;  
A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI), or;  
A valid Certificate of Registration as a licensed architect by the California State Architects Board.

AND

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

1. Senior Management classes.
2. Exempt from FLSA.
3. 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.

Revision and Title Change  
From Classes Director/Deputy Director of  
Facilities Program Management  
03-02-11  
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