

DIRECTOR OF FACILITIES LEGISLATION, GRANTS, AND FUNDING 1926  
DEPUTY DIRECTOR OF FACILITIES LEGISLATION, GRANTS, AND FUNDING 1927

## DEFINITION

Responsible for planning, organizing, directing, and reviewing all grants and funding programs and related legislative activities for new and existing facilities for the District. The Deputy Director assists in the management of the Department and acts for the Director as required.

## TYPICAL DUTIES

- Directs and manages the funding and grants programs for facilities, including funding for school facilities master plans.
- Coordinates the development of District-sponsored facilities legislation and develops and presents information in support of bills to various State Senate and Assembly committees and other state agencies and bodies under the guidance of the Office of Legislative Affairs and Governmental Relations.
- Analyzes proposed and existing legislation pertaining to the District's ability to secure and use funding from bonds and other sources, coordinates review by appropriate District personnel and assists in formulating the District's position regarding the legislation, and provides testimony as needed to various State Senate and Assembly committees and other state agencies and bodies regarding the District's position under the guidance of the Office of Legislative Affairs and Governmental Relations.
- Prepares, reviews, and expedites funding and grant applications.
- Locates new sources for funding projects.
- Pursues State matching funds for all programs.
- Creates and reviews budgets and monitors program site expenditures for overspending or underspending.
- Monitors reimbursement activities and processing of funding payments.
- Reviews grant contracts and the preparation of required reports in order to ensure compliance with the funding terms and conditions.
- Develops forms for the collection of data regarding the funding terms and conditions of grants; supervises and conducts in-service training and presentations regarding completion of forms, terms, and conditions; and coordinates collection and compilation of data.
- Prepares and maintains a report of grants and funding programs status and calendar of important related dates.
- Evaluates the District's grants and funding policies and procedures and recommends changes to ensure that federal, State, and other sources requirements are met.
- Serves as liaison between grant and funding providers and Facilities management.
- Confers with other divisions and governmental agencies in regard to matters affecting grants and funding responsibilities.
- Directs, motivates, and evaluates managers and staff.
- Plans, directs, reviews, and may participate in training for staff.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Facilities Legislation, Grants, and Funding is the administrative head of Facilities-related budgets and grant applications for Federal and State funding and oversees activities relating to the development, interpretation, and advocacy of facilities-related legislation.

The Deputy Director of Facilities Legislation, Grants, and Funding assists the Director of Facilities Legislation, Grants, and Funding in overseeing the various activities of the Department and assists in activities relating to the development, interpretation, and advocacy of facilities-related legislation.

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.

## SUPERVISION

Director of Facilities Legislation, Grants, and Funding

Administrative direction is received from the Director of Facilities Program Support Services. General supervision is exercised over lower-level management, professional, and clerical staff.

Deputy Director of Facilities Legislation, Grants, and Funding

General direction is received from the Director of Facilities Legislation, Grants, and Funding. General supervision is exercised over lower-level professional and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Federal and State grant programs and conditions
- Legislative process at the State and federal levels
- Legal bases and sources of finance of California school building programs
- Basic principles of contract law, research, cost analysis, and accounting
- Principles of training, employee evaluation, and employee relations
- Applicable concepts of progressive discipline
- Principles of public relations
- Records and file management
- Budget preparation and control procedures
- Spreadsheet, database, word processing, and graphics computer software programs
- The role of State and local agencies in support of a large school facilities program
- State laws, policies, and regulations affecting school facilities planning, resource acquisition, and execution for new construction, modernization, and maintenance and operations

### Ability to:

- Monitor the progress of funding and grant requests and identify what is specifically required to move them forward
- Negotiate and influence policy and legislation regarding, new school construction, modernization, and maintenance and operations at the District, State, and federal level
- Interpret and recognize the implications of proposed and existing State and federal legislation relating to the District's new and existing facilities projects and programs
- Prepare and review grant applications
- Prepare clear and concise reports
- Manage budgets within time and funding constraints

Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups  
Make and review decisions objectively  
Communicate effectively both orally and in writing  
Organize and prioritize work  
Conduct meetings and make presentations  
Formulate and revise organizational policies and methods

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in business or public administration, public relations, accounting, school finance, communications, or a related field.

### Experience:

#### Director of Facilities Legislation, Grants, and Funding

Six years of management experience in a school facilities grant management and/or finance program. Two years of experience analyzing, formulating, and advocating state or federal legislation and state or federal policy affecting the construction, modernization, or maintenance and operations of school facilities may substitute for up to two years of the required experience on a year for year basis.

#### Deputy Director of Facilities Legislation, Grants, and Funding

Two years of program or project management experience at the professional management, or supervisory level in a construction and/or finance program. One year of experience analyzing and formulating state or federal legislation and state or federal policy affecting the construction, modernization, or maintenance and operations of public agency facilities may substitute for one year of the required experience.

### Special:

A valid California Driver License  
Use of an automobile

## SPECIAL NOTES

1. An employee in these classes may be subject to the reporting requirements of the District's Conflict of Interest Code.
2. Extensive travel will be required of the Director and moderate travel will be required of the Deputy Director between Los Angeles and Sacramento.

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

Revised  
09-08-14  
LKD